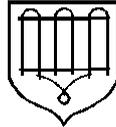




# ST. LAURENCE'S C.E. PRIMARY SCHOOL



Jockeyfield, Ludlow, Shropshire, SY8 1TP. Tel/Fax: 01584 872766. Email: [admin@st-laurenceprimary.com](mailto:admin@st-laurenceprimary.com)  
Headteacher: Mr S Matthews BSc. M.Ed. NPQH

Dear Parents,

As you already know, the arrangements for dropping off and collecting your child, when they return to school on the 1<sup>st</sup> June will be different than usual.

**Nursery** children can arrive at **8:45am** via the main Jockeyfield entrance (social distancing marks will be in place along the edge of the car park for parents and children to queue).

**Reception** children will also be admitted at **8:45am** through the Galdeford car park entrance (social distancing marks will be in place).

Once parents have dropped their child off then they need to leave through the Friar's Walk gate. A one way system shall be in place.

**Year 1** parents and their children should arrive at **9:15am** also via the Galdeford car park entrance and also leaving through the Friar's Walk gate exit.

We would ask **Year 6** children to arrive at school at **9:15am** preferably through the Jockeyfield entrance and then queue to access class 4 via the terrace (off the playground) and class 3 via the playground: again social distancing markings will be in place. Children shall be told on arrival which class they will be in.

If any Year 6 pupils arrive through the Galdeford entrance then they must queue there until it is possible for them to be admitted into class.

**We would respectfully ask that each child is only accompanied by one parent.**

Children of key workers can access the school through the main entrance.

### **Entering the classrooms:**

Wash hands and then sanitize using dispenser and keep to allocated desk with your own equipment.

Children are to only bring with them a clearly marked water bottle to place on their desk, a coat (if needed) and any lunch boxes if required.

Morning breaks and lunchtimes will be staggered so that children avoid others from different year groups.



Children will be taught in small groups of no more than 10 in a class and will only have access to the main school building to go for lunch or to the toilet.

Hot lunches will be provided and can be booked in the usual way; children with packed lunches will eat them in the classroom.

**On collecting the children**, at the end of the day, parents are required to queue at the same entrance they used in the morning as the children are dismissed on at a time. Children in Nursery should be picked up at 2:50pm from the Jockeyfield entrance; Reception from the Galdeford car park entrance.

Year 1 pupils at 3:15pm and finally Year 6 at 3:30pm (again from Jockeyfield if possible). We do implore people to be on time otherwise it will cause inconvenience for everyone else. If you do need to move round the outside of the school please walk around the perimeter of the playground.

Thank you in advance for your cooperation and if you do have any queries, please ask. Home schooling provision will continue, of course and if any families require any additional exercise books, please contact the office.

We do hope to make the children's experience in school over the next few weeks as enjoyable and as relaxed as possible. The small group of children of key workers have enjoyed themselves so far.

Looking forward to seeing you all on the 1<sup>st</sup> June.

Kind regards  
Stephen Matthews  
Headteacher