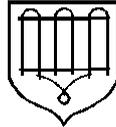




ST. LAURENCE'S C.E. PRIMARY SCHOOL



Jockeyfield, Ludlow, Shropshire, SY8 1TP. Tel/Fax: 01584 872766. Email: admin@st-laurence.shropshire.sch.uk
Headteacher: Mr S Matthews BSc. M.Ed. NPQH

1st September 2020

Dear Parents,

As you already know, the arrangements for dropping off and collecting your child, when they return to school on the 2nd September 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 & Year 3 parents and their children should arrive at **9:00am** also via the Galdeford car park entrance and also leaving through the Friar's Walk gate exit.

Year 5 parents and their children to arrive at school at 9.00am through the Jockeyfield entrance and queue outside their classroom.

Year 2 & Year 6 parents and their children should arrive at **9.15am** via the Galdeford car park entrance and leave through the Friars Walk gate exit.

We would ask **Year 4** children to arrive at school at **9:15am** preferably through the Jockeyfield entrance and then queue to access the classroom (again social distancing markings will be in place).

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

If you have more than one child at school, then all children can enter at the earlier time; if you are approaching the school from Galdeford then we ask you to queue until the youngest child has been admitted.

We would respectfully ask that one parent only accompanies each child.

Please leave the school premises immediately after you have dropped off your child/children.



If your child is showing any symptoms, in particular a high temperature or a new continuous cough, they should be kept at home (see Stay at home guidance) A test should be arranged as soon as possible via national portal at <https://www.gov.uk/get-coronavirus-test> telephone 119 if the internet is not available. Do not attend school until a test has been completed with a negative result.

If a child or member of staff is tested positive for Covid-19, then those members of staff or children within the school will be notified and expected to self-isolate for 14 days. The school will provide interactive educational resources on the school's website in the unlikely eventuality of this happening.

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 class groups and interaction with other year groups will be kept to a minimum.

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

KS1

PE kits are to be in school on a Tuesday for Year 1 and Thursday for Year 2. These are to be taken home at the end of the day to be washed ready for the following week.

Reading books should be brought into school daily so the children are able to read them within the day. Books can be left at school on Friday's then a new book chosen will be issued on a Monday for the following week.

KS2

PE kits are to be in school on:

Y6 and Y4 on a Friday

Y5 on a Wednesday

Y3 on a Tuesday

These are to be taken home at the end of the day to be washed ready for the following week.

Reading books should NOT be brought into school during the week except for a Friday when they can be changed for a different book.

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 one at a time. (Except Year 6)



Children in Nursery should be picked up at 3.00pm from the Jockeyfield entrance; Reception from the Galdeford car park entrance.

Year 1 & Year 3 pupils at 3:15pm from Galdeford car park entrance; Year 5 at 3.15pm from Jockeyfield entrance; Year 4 at 3.30pm from Jockeyfield and finally Year 6 at 3.30pm at Galdeford entrance.

If you have more than one child you can collect all of your children at the earliest time. They will be brought to you at your allocated pick up point.

There is a short video on each class page on the school website that helps demonstrate the arrangements.

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.

We do hope to make the children's experience in school as enjoyable and as relaxed as possible.

Looking forward to seeing you all on the 2nd September.

Kind regards

Stephen Matthews

Headteacher