



October 23rd 2020

Dear Parents & Carers,

I am writing to provide some updates regarding arrangements on the school site when children return following the half term break. As I am sure you will be aware, Slough has now moved into Tier 2 meaning that the local COVID alert level is high. With this, and the recent positive cases at the Britwell Campus in mind, we would like to make some changes to the procedures at the end of the day.

From Monday 2nd November, collection times will be slightly staggered to ease the pressure on the exit gates from the site and to ensure that numbers on the site at any given time are lower. The new collection times will be:

Reception, Year 1 and Year 3	-	2.55pm
Nursery, Year 2 and Year 4	-	3.05pm
Year 5 and Year 6	-	3.15pm

Please note that the one-way system through the site will be in operation throughout this time, meaning that all parents must enter the site via the gates on Monksfield Way next to the Children's Centre and leave via the gates next to Monksfield Recreation Ground.

The gates will open at 2.45 pm, please do not arrive to collect your child before this time to avoid queues on Monksfield way. All year groups will continue to be collected from the same place. Parents and carers who are collecting children who will be finishing at different times may wait on the playground. We ask that you keep your children with you at all times and ensure they are not using the playground equipment.

If any children are collected by older siblings we politely request that they do not bring friends with them to collect. This was becoming a concern towards the end of half term and may result in them being refused entry onto the school site.

Please note that the arrangements for the start of the school day will not change.

We appreciate your support and patience at this time and we are asking all parents and carers to continue to adhere to the following:

- Observing social distancing measures around the school site
- Only one adult per family to come into the school site to drop off or collect
- Leaving the school site as soon as possible after drop off or pick up
- Wearing a face covering inside the school site when dropping off and collecting
- Ensuring that children wash their hands before coming to school



- Making sure children do not bring any unnecessary items into school
- Collecting children from school within 30 minutes if the school suspects symptoms
- Undertaking a Covid -19 test if a child shows symptoms
- Not sending a child into school and self-isolating for 14 days if anyone in the house has symptoms or is unwell

As always, if you have any further questions or queries please contact the school office via email: enquiries@claycots.com or by telephone 01753 521215. The school office will be open as usual from Monday 2nd November.

I look forward to welcoming you back to school after the half term break.

Yours sincerely,

Sarah Mijatovich
Headteacher