



23rd April 2021

Dear Parents and Carers

I just wanted to update you on a few matters around school organisation and our COVID19 risk assessment.

Polling Day – 6th May 2021- Claycots open for children

Both campuses (Town Hall and Britwell) will be open for children as normal on Polling Day. (Thursday 6th May 2021)

COVID 19 Changes to Procedures

We would like to thank all parents and carers for their continued support and cooperation during these difficult times. I am pleased to report that the start of term has gone very smoothly.

All adults and secondary school students are expected to wear a face mask when on the school site unless they are exempt for medical reasons.

Every morning the gates and doors will close at 8.45am. Any parent arriving after this time will need to go to the front of the school and go to the Main Reception/Front Office area.

Parents and carers can now enter school building **via the Reception Area/Front Office area** without a prior appointment but the school would ask that where possible, contact or communication with the school should still be done over the phone or via email to minimise the risk of infection.

No more than 2 families shall be allowed to enter the Reception Area at any one time. Social distancing rules apply once parents and carers and families are on site. Parents and carers and families should wait outside the main front doors in a queue if waiting to enter the Reception Area with social distancing taking place. The Office/Reception staff will manage the flow of parents and carers and families coming into the building to minimise the risk of close contacts.

These procedures will start from today.

Yours sincerely

Mr Andrew Griffin
Executive Headteacher