

Westfields Infant School

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Headteacher: Mrs Janette Teague



Dear Parents,

3rd November 2020

Further to the government announcement made on Saturday, we have reviewed our Covid-19 risk assessment and I am writing to update you regarding a further control measure we are introducing from the start of lockdown on Thursday 5th November.

We will now be asking that all adults dropping off or collecting children **wear masks** whenever on the school site unless they are medically exempt. As we are an infant school, staff and children are not expected to wear face coverings therefore generally face coverings will not be worn in classrooms or when working with children outside.

May I also take this opportunity to remind you of the following:

- Please remember social distancing guidance both on the school site and the surrounding area.
- One parent/adult should drop-off/collect.
- Parents can drop off from 8.40 am with all children being in school by 9.00 am. At the end of the day, parents can collect from 3.00 pm with all children collected by 3.20 pm. Please do not arrive too early to drop off or collect and please do not gather at entrance gates or doors.
- The playground equipment will be in use for children during the school day but remains out of bounds before and after school. Please keep your child and any siblings with you at all times.
- We will continue to limit adults accessing the school building without an appointment. We are, of course, happy to talk and communicate with you by email or phone or through the intercom at the front door.
- Please ensure your child has all they need for the day. This includes their reading book and diary in their book bag, PE kit and water bottle.

I cannot stress enough how important it is that your child continues to attend school every day unless they are unwell, school continues to be mandatory.

Finally I want to thank you all for your ongoing support through these very challenging and unique times.

Yours sincerely,

Janette Teague

Janette Teague
Headteacher