

**STATION ROAD
TEYNHAM
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HEADTEACHER: MRS. E. PEARSON

06 November 2020

Dear Parents / Carers,

In a previous letter we said that we would review procedures related to Covid every two weeks. The senior leadership team met on Thursday 5th November to discuss this.

With case numbers rising and the country going into a lockdown for the next month there are additional procedures that we are putting in place. You may have noticed that some staff are now wearing plastic visors. We have also put in additional hand sanitisers in all classrooms.

We want to ensure that the environment is as safe as possible so could you please note the following.

- From Monday all **adults dropping off and picking up children are to wear a face mask on the school grounds.**
- **Email teachers any non-essential information** rather than speak to the teacher at the door.
 - c.hughes@teynham.kent.sch.uk - Yr R
 - k.mason@teynham.kent.sch.uk - Yr 1
 - n.bainborough@teynham.kent.sch.uk - Yr 2
 - m.hawkes@teynham.kent.sch.uk - Yr 3
 - n.allchin@teynham.kent.sch.uk - Yr 4
 - s.amott@teynham.kent.sch.uk - Yr 5
 - h.tapsell@teynham.kent.sch.uk - Yr 6
- Adults to maintain at least a metre away from the external classroom doors when picking up or dropping off.
- One adult from your household bubble (this maybe a grandparent who is in your support bubble) **only to drop off and pick up**

Timings for drop off and pick up will remain the same. Can I remind parents that you have a window of 10 minutes to drop off or pick up. Please do not arrive before your time as this could cause congestion on path ways.

Drop off times

Surnames A-G between 8:40 - 8:50

Surnames H-P between 8:50 - 9:00

Surnames Q-Z between 9:00 - 9:10

Pick up times

Surnames A-G - 3:00 - 3:10

Surnames H- P - 3:10 - 3:20

Surnames Q-Z - 3:20 - 3:30

Below are reminders. It is important that everyone follows this.

Use the one-way system. If someone who doesn't normally drop off or pick up is picking up your child, please tell them about the one-way system. Let the office know if it is someone different.

Pick children up on route. The one-way system starts with Yr 6, then 5, then 4, then 3, then 2, then 1 and year R. If you have more than one child in the school, pick up in that order.

Do not park in the school car park, unless you have a blue badge.

Parents must walk their child round to classroom doors in the morning.

Parents need to ensure that their child does not mix with other bubbles so please keep your child with you until you hand them to the staff.

All children **need a named coat everyday.** Extra layers can be worn.

We are doing all that we can in school to keep everyone safe and the school open. It is important for everyone's safety that we all follow the rules.

Thank you for your continued support

Yours sincerely, Mrs E Pearson