



BURWELL VILLAGE COLLEGE PRIMARY SCHOOL

The Causeway
Burwell
Cambridgeshire
CB25 0DU
Headteacher: Mr Antony Kern

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23rd September 2020

Dear Parents and Carers,

Following the government announcement last night of tighter restrictions being imposed across the country and in light of regular reviews of the school's own COVID-19 risk assessment, we are making some changes to the way the school is operating. These will come into effect from Thursday 24th September.

1. Years five and six need to line up on the tennis courts when they are dropped off and will be escorted by their teachers to the same area at the end of the day. There will be clearly marked areas for each class.
2. We would ask that parents of older children, years five and six particularly but also year four if you feel able, to leave the school site once children have been dropped off, rather than wait for them to be collected by a teacher. There are always members of the Senior Leadership Team available in the mornings to ensure pupil safety and well-being.
3. Please ensure that only one parent or carer comes on to the school site at a time.
4. There will be additional signage around the school to encourage social distancing.
5. We would ask that parents observe the two metre social distancing rules, members of staff may politely remind you if this is not happening.
6. We are asking people who use the site to 'keep left' to try to reduce some of the crossing and congestion occurring at pinch points on the site, for example around the trim trail. We have investigated a one way system around here but do not believe that this solves the problem.
7. Children who have been isolating due to their own or other's symptoms need to come in via the front office on the first day of their return to school.



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Burwell Village College Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

As we are operating staggered entry times this affects late registration. To clarify a pupil will be marked as late if they arrive 15 minutes after the classroom door has closed. Therefore:

Year Group	Doors open from - to	Late up to
Reception	08.45 – 08.50	09.05
Year One	08.45 – 08.50	09.05
Year Two	08.55 – 09.00	09:15
Year Three	08.45 – 08.50	09.05
Year Four	08.505 – 9.00	09:15
Year Five	09.05 – 09.10	09:25
Year Six	09.05 – 9.10	09:25

Children will have an unauthorised absence if they arrive after this point. All late arrivals must come in via the office (if the class entry door is closed).

Thank you for your help in these matters. If you have any queries please speak to your class teacher in the first instance. If you remain unclear then please email the office and your query will be directed to the appropriate person.

Thank you for your support.

Regards,



Antony Kern
Headteacher