



## BURWELL VILLAGE COLLEGE PRIMARY SCHOOL

The Causeway  
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4<sup>th</sup> November 2020

Dear Parents and Carers,

Following the government of a new period of lockdown we have reviewed our risk assessment.

Firstly can I thank all parents for your continued support and positivity around the school, it is very much appreciated by all the staff.

### Changes and reminders following risk assessment review

- The office is not able to take any items from parents directly. The meeting room opposite the office can be used to drop off forgotten items if necessary. Please label these with the child's full name and their class (paper and pens are provided).
- Please place any paperwork in the red post box
- There has already been a change of time to accommodate the later evenings for years five and six walking home on their own. Arrival 08:55. End of the day 15:10. Please do not send children into school early and where possible arrange a meeting point offsite if they cannot walk home alone.
- Please make sure your child has a clearly named water bottle in school every day.
- Please do not arrive at school more than five minutes before your start or collection time.
- If you are late please come through the office and then sign your child in on the computer screen available.
- If you have more than one child to collect please move as far away from the building as possible.
- Please do not stand on the identified pathways these are for movement of people. More pathways will be in place tomorrow so please be aware.
- Wherever possible please have only one parent to drop off and pick up children to limit the number of people on site.
- Face masks need to be worn by all adults (unless you are exempt). We would suggest wearing the mask for as much of your journey as possible rather than just on the school site. School site includes the carparks and pathways around.
- Once you have collected your child at the end of the day, please leave the school grounds as soon as possible.

Thank you for all you are doing to keep the school safe and secure for staff, children and other parents.

Regards,

**Antony Kern**  
HEADTEACHER



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.