

BERKELEY PRIMARY SCHOOL

Headteacher: Miss Alexandra Robbins



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4th November 2020

Dear Parents,

Further to the Government announcement last week we are requesting that from Thursday 5th November when dropping off and collecting children you wear a face covering and comply to social distancing measures. It is crucial that we work together to ensure we control this virus and prevent any outbreaks in our community and I hope therefore, you will understand that we are having to implement safety measures to keep everyone safe.

Please ensure that the following safety measures are adhered to at all times;

- Please wear a face covering when dropping off or collecting children
- Staff will also be wearing masks on the gate and in communal areas
- Only arrive for drop off and collection at your allocated time (see attached table). This will help manage the number of people in and around school grounds, thereby reducing the risk of transmission
- One parent only to drop off and collect (same reason as above)
- Please leave as soon as your child has entered school gate, staff are on hand to ensure they all enter the building safely
- Parents are not permitted to pass the entrance of the drop off zone area in the mornings
- Please adhere to the one way system at pick up time; exceptions to these are parents with pushchairs/wheelchairs due to the steps at the exit point
- Please do not bring dogs into the school playground or have them close to entry and exit points.
- Please make sure you enter the pick up zone to collect your child; children will not be released unless the adult collecting is waiting in the pick up zone
- If there are any changes to pick up arrangements, or if you need to get a message to the class teacher, please notify the school office by emailing admin@berkeley.gloucs.sch.uk or calling 01453810254
- If your child has forgotten any items at the end of the day, they will need to wait until the following day to collect. This will reduce the amount of parents waiting in the pick up zone. Children will be reminded by teachers at the end of the day to make sure they have all their belongings

A huge thank you for your patience and understanding as we continue to navigate such unprecedented times. Please be assured that your children's safety is our key priority, alongside ensuring they are happy, are well supported mentally and receive a high quality education.

Yours sincerely,

Miss Robbins

Berkeley Primary Sch



If children are happy, they will achieve!



Group	#	Drop off time	Collection time
Siblings at BPS Surname A-K	1	08:40	15:00
Siblings at BPS Surname L-Z	2	08:45	15:05
Only Child at BPS Surname A-H	3	08:50	15:10
Only Child at BPS Surname I-Z	4	08:55	15:15



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