

SPRINGFIELD PRIMARY SCHOOL

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Linda Joseph –Headteacher
Sally Holder – Co-Headteacher/ Deputy Headteacher

8th September 2020

Dear Parents and Carers,

We would like to clarify the drop off procedures for KS1 and KS2 children in the morning. It is important that these are followed so the 'bubbles' are not mixing.

KS2

KS2 children need to go directly to the KS2 playground and be lined up in their classes, ready to walk into school at **8:45am**.

Once your child is lined up with their teacher, parents need to leave as quickly as possible.

KS2 children should **NOT** walk across the KS1 playground to get to the KS2 lines.

Once the line has left, children **cannot** join it and must walk round to the school office.

KS1

Line up outside the Y1/ Y2 door ready for when they open at **8:45am**.

Please help your children to enter school quickly and safely.

If you have children in KS2 and KS1

Please drop your children on the KS2 playground, then come to the KS1 playground and line up outside Y1 or Y2.

Please remember that if you need to speak **at length** with a member of staff, an appointment **must** be made via email/ telephone.

Thank you for your co-operation in following all the Government guidance and ensuring everyone is kept safe.

Please continue to take care,

Linda Joseph & Sally Holder

Please come into school if you require further translation or explanation of this letter.

Achieving Together

