



**Executive Headteacher:** Mrs L Whittaker

**Head of School:** Miss G Yapp

Monday 4<sup>th</sup> January 2021

## COVID-19 Update

Dear Parents/Carers,

Happy New Year. I hope that this letter finds you well and that you had a lovely Christmas and New Year. As it is the start of a new half term, I am taking the opportunity to remind you of our COVID-19 procedures.

### **At Masefield we ensure that:**

- We have a robust risk assessment that has been quality assured by the Local Authority.
- Children and staff remain in their allocated bubbles (including at playtime and lunchtime)
- Children and staff sanitize or wash their hands upon entering school, before eating, before and after playtime and at hometime.
- Children have allocated resources. Where this is not possible, resources are sanitized between each use.
- Classroom tables are sanitized at playtime and lunchtime.
- Windows are open to encourage air flow.
- Staff wear masks when moving around school. Masks and visors are worn when speaking to parents/carers.
- Staff adhere to social distancing guidelines at all times.

### **We ask that all our of our parents and carers:**

- Continue to follow the one way system at drop off and pick up times
- Stand in the allocated areas for each class whilst waiting to collect your child, standing two metres apart from other adults
- Leave the school grounds as soon as you have dropped off and picked up your child and to follow social distancing guidelines
- Walk onto the site to drop off your child – **parents must not drive onto the school grounds.**

In light of Bolton recently being placed into Tier 4, **the following measures will be put into place from Tuesday 5<sup>th</sup> January 2021:**

- All parents/carers to wear a face covering on site (unless medically exempt)
- Only one parent/carer to drop off and pick up their children, so as to minimise the number of people on site.

The doors will be open in the mornings for each age phase as follows:

- EYFS (Nursery and Reception): 8.30am
- Key Stage 1 and Key Stage 2: 8.40am

Doors will remain open until 8.50am. After this time you must take your child to the school office to be signed in.





# Masefield Primary School

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At the end of the day doors will open as follows:

- EYFS: 3.15pm
- Key Stage 1: 3.20pm
- Key Stage 2: 3.25pm

Staff will not be able to conduct any face to face meetings. If you require a discussion with either myself or your child's class teacher, please contact the office to arrange a mutually convenient time.

Thank you all for your continued support. I'm sure that we will all continue to work together as a school community to ensure that the guidelines are followed consistently.

If you have any questions, please don't hesitate to contact me.

Kind regards,

Miss G Yapp  
Head of School



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Awarded by Arts  
Council England

