



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

Dear Parents/Carer

Thank you for being so supportive in our first full day back at school.

All children on site appear settled and have got back in to the swing of things quickly.

We have monitored the process of arriving on the school site and have identified areas that we need to tweak to make it run smoother.

#### Year 1

The doors will be opened on time to support the children entering the classroom and we are looking to install an additional hand sanitising station to ensure that we reduce the queue.

#### Lates

If children arrive late, the buzzer has gone and the doors are shut – the following will need to happen.

- Children and adults will need to go to the school office to sign in as late
- The office will contact the year group bubble to inform them that children will be arriving at the external classroom door
- The responsible adult will need to take the child to their external classroom door to gain access to their bubble

#### Confusion Over Gates

Please check the school website for the letters issued regarding entry and previous correspondence via Groupcall.

<https://www.norwood-school.co.uk/page/?title=2020+%2F+2021&pid=429>

#### Leaving Children at the School Gates

This is possible for our older children, however school is not responsible for the children until they are in the school building.

If you or your child are not comfortable with this, you are welcome to walk them to the classroom door.

#### Staying On Site Between Multiple Drop Offs/Pick Ups

Adults are permitted to remain on site between multiple drop offs and picks ups – but must adhere to social distancing requirements.

If these social distancing requirements are not adhered to, permission may be revoked.

Our next focus today is to ensure that the children remain settled, enjoy their time back with us and to monitor how our lunchtime provision goes.

We will also monitor collection time to allow us to support families and hopefully have a successful end to the school day.

If you have anything that you would like to raise with us, please do so via the usual channels of a telephone call or by emailing the school office at [office@norwoodschool.co.uk](mailto:office@norwoodschool.co.uk).

A reminder not to access the school office without a previously arranged appointments or for reasons of lateness.

Again – thank you for your support in times that are all new for all us.

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Mrs Deborah Reynolds  
Head Teacher

