

## Silver Birch I – 8.50-2.50

Dear Parents and Carers

Following our previous correspondence and the Prime Minister's announcement last night, West Borough Primary School will be open for more children from *2<sup>nd</sup> June*.

Below is all the information you need for when your child returns. Please read it carefully as we need everyone to follow the guidelines in order to keep everyone safe. Unless there is a change of adult due to illness, the 'bubbles' will not change. Please do not email your child's class teacher with questions. All correspondence must go via the office email. Please bear in mind you may not receive a response until Monday.

We are also making a video for you to share with your child. Please share this with them over the weekend as it may help prepare them for Tuesday.

Thank you for completing all the relevant forms. We can now confirm that your child will be in:  
**Silver Birch I**

**Classroom:** Silver Birch Classroom

**Staff:** Miss Meakin-Scott and Mrs Tarran

**School day:** Drop-off at **8.50am** and collect at **2.50pm**

**Fridays:** Drop-off at **8.50am** and collect at **12.50pm**

**Where to drop-off:** Enter through the main entrance and use the path by the side of the YR garden. Please socially distance, using the markers on the path to keep a safe distance from the children waiting with their parents to enter the gate. Drop your child at the YR garden gate where one of the adults will greet your child. They will enter through the cloakroom door and hang their packed lunch/coat up on their peg.

You will leave via car park and drop-off zone. This will be clearly marked and members of staff will guide you whilst you get used to this new routine.

**Where to collect:** As drop-off. Your child will be called from the carpet one at a time once the adult can see you've entered the YR gate. Once you have collected your child, you will walk through the Year R garden and exit at the gate at the top of their garden.

**What to bring:** Your child may wear their own clothes suitable for indoor/outdoor play. No PE kits are needed. Bring a packed lunch if you have not ordered a school dinner already. Your child will also need a water bottle, coat and sunhat.

**Other notes:**

- There will be no cars allowed in to the drop-off zone – please walk where possible.
- Only one adult to drop off/collect your child
- No siblings please (please let us know if this is very difficult for you)
- If your child scoots you will have to take this back home with you.
- It is essential you are prompt for dropping off and collecting to avoid large numbers of people arriving at once – there is a 10 minute window per group.
- If you are late dropping off/collecting, you may be asked to wait outside the main entrance of the school.

**Key worker children:**

As above but drop off 8.40am and collection 3pm

## Silver Birch 2 – 9.10-3.10

Dear Parents and Carers

Following our previous correspondence and the Prime Minister's announcement last night, West Borough Primary School will be open for more children from **2<sup>nd</sup> June**.

Below is all the information you need for when your child returns. Please read it carefully as we need everyone to follow the guidelines in order to keep everyone safe. Unless there is a change of adult due to illness, the 'bubbles' will not change. Please do not email your child's class teacher with questions. All correspondence must go via the office email. Please bear in mind you may not receive a response until Monday.

We are also making a video for you to share with your child. Please share this with them over the weekend as it may help prepare them for Tuesday.

Thank you for completing all the relevant forms. We can now confirm that your child will be in:  
**Silver Birch 2**

**Classroom:** Bonsai Classroom

**Staff:** Mrs Webb and Mrs Salter

**School day:** Drop-off at **9.10am** and collect at **3.10pm**

**Fridays:** Drop-off at **9.10am** and collect at **1.10pm**

**Where to drop-off:** Enter through the main entrance and use the path by the side of the YR garden. Please socially distance, using the markers on the path to keep a safe distance from the children waiting with their parents to enter the gate. Drop your child at the YR garden gate where one of the adults will greet your child. They will enter through the cloakroom door and hang their packed lunch/coat up on their peg.

You will leave via car park and drop-off zone. This will be clearly marked and members of staff will guide you whilst you get used to this new routine.

**Where to collect:** As drop-off. Your child will be called from the carpet one at a time once the adult can see you've entered the YR gate. Once you have collected your child, you will walk through the Year R garden and exit at the gate at the top of their garden.

**What to bring:** Your child may wear their own clothes suitable for indoor/outdoor play. No PE kits are needed. Bring a packed lunch if you have not ordered a school dinner already. Your child will also need a water bottle, coat and sunhat.

**Other notes:**

- There will be no cars allowed in to the drop-off zone – please walk where possible.
- Only one adult to drop off/collect your child
- No siblings please (please let us know if this is very difficult for you)
- If your child scoots you will have to take this back home with you.
- It is essential you are prompt for dropping off and collecting to avoid large numbers of people arriving at once – there is a 10 minute window per group.
- If you are late dropping off/collecting, you may be asked to wait outside the main entrance of the school.

**Key worker children:**

As above but drop off 8.40am and collection 3pm