



Executive Principal: Mrs C Barrington

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Dear Parents and Carers,

Monday 5th October 2020

It has been great to see that the Covid procedures that have been put in place so far at Hazel Leys Academy have worked so well. We are very grateful for your patience and the considerations that you have all made in making the return to school for all our children run so smoothly.

We have been following the Government guidance very closely to ensure that everyone has kept as safe as possible. **This will mean classes/year groups continuing to remain in bubbles (with staggered starts, breaks, lunches and finishes), strict handwashing and hygiene procedures.**

Now that we have been back on site for some time, we will be making **some slight changes to how some year groups enter and leave the school site**. You may have noticed that the emergency exit, where our Key Stage 2 children have been entering and exiting, is getting very wet and muddy due to the heavy rain that we have been having. This is forecast to continue and so we have decided that as of **Monday 5th October**, the emergency exit will no longer be in use and all our KS2 children will enter the school through the vehicle gates at the front of the school.

From Monday 5th October, parents in Nursery-Year 2 will be asked to access the same pathway to enter and exit the school (please keep to the left at all times). You will no longer be able to exit through the vehicle gate. Parents for children in Key Stage 2 will leave their children at the vehicle gate, where staff will then collect the children and take them to their classrooms.

Hand sanitizing areas will be around the school grounds for parents to use. Please adhere to social distancing rules and follow government guidance.

Timings: Timings will remain the **same** in all year groups:

Year 1, Year 4 and Year 6 will start at 8.45am and finish at 3.00pm

Nursery will start at 8.45am and finish at 3.15pm

Reception, Year 2, Year 3 and Year 5 will start at 9.00am and finish at 3.15pm

(If you have children in multiple year groups, they should arrive at 8.55am and leave at 3.15pm). Please make your way to the usual spots on the school playground, near the climbing wall.

Part of the Greenwood Academy Trust Group of Academies



Entrance and Exit (map attached):



Parents MUST drop off and collect their children on time.

Group	Morning Drop-Off	Entrance	Afternoon Collection	Exit
Years 4 and 6	8.45am	Vehicle gate	3.00pm	Vehicle gate
Year 1	8.45am	Front entrance near the School Office- parents walk through to the green gates. An adult will then direct the children through the gate.	3.00pm	Front entrance near the School Office- parents walk through the green gates. An adult will then direct children through the gate.
Years 3 and 5	9.00am	Vehicle gate	3.15pm	Vehicle gate
Year 2	9.00am	Front entrance near the School Office- parents walk through to the green gates. An adult will then direct the children through the gate.	3.15pm	Front entrance near the School Office- parents walk through to the green gates. An adult will then direct the children through the gate.
Reception	9.00am	Reception side access- wait at the slope on markings to the side of the School Office	3.15pm	Reception side access- wait at the slope on markings to the side of the School Office

Nursery	8.45am	Nursery class- wait in the squared area outside on markings	3.15pm	Nursery class- wait in the squared area outside on markings
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To limit the number of adults on and around the site entrances, we respectfully ask that where possible, only one adult accompanies their child(ren) to school. If at all possible, we would ask that those parents entering the site (Nursery to Y2 only) do not bring pushchairs. This will help reduce congestion and aid social distancing along the path.

If you have any questions please contact the Academy office.

Yours sincerely,



Mrs C. Barrington
Executive Principal