Executive Principal: Mrs C Barrington Head of Academy: Mrs M Albert



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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.

<u>Timings</u>. 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

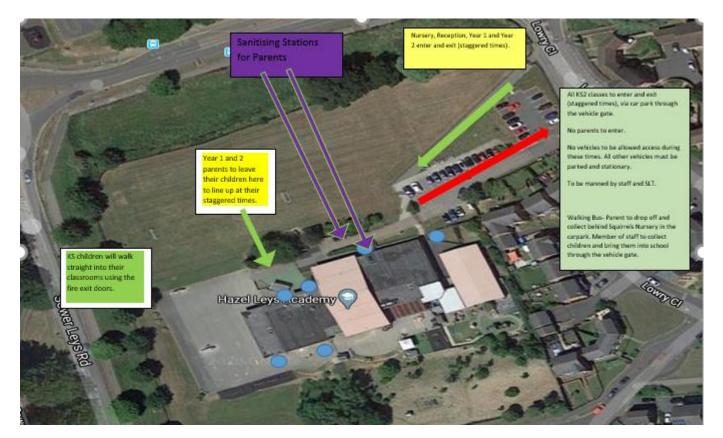
Reception, Year 2, Year 3 and Year 5 will start at 9.00am and finish at 3.15pm

(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	3.00pm	Front entrance
		the School Office-		near the School
		parents walk		Office- parents
		through to the		walk through the
		green gates. An		green gates. An
		adult will then		adult will then
		direct the children		direct children
		through the gate.		through the gate.
Years 3 and 5	9.00am	Vehicle gate	3.15pm	Vehicle gate
Year 2	9.00am	Front entrance near	3.15pm	Front entrance
		the School Office-		near the School
		parents walk		Office- parents
		through to the		walk through to the
		green gates. An		green gates. An
		adult will then		adult will then
		direct the children		direct the children
		through the gate.		through the gate.
Reception	9.00am	Reception side	3.15pm	Reception side
		access- wait at the		access- wait at the
		slope on markings		slope on markings
		to the side of the		to the side of the
		School Office		School Office

Nursery	8.45am	Nursery class- wait	3.15pm	Nursery class- wait
		in the squared area		in the squared area
		outside on markings		outside on
				markings

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,

C. Barnight-

Mrs C. Barrington Executive Principal