

Wooden Hill Primary and Nursery School

Staplehurst • Wooden Hill • Bracknell • Berkshire • RG12 8DB

www.woodenhill.bracknell-forest.sch.uk

Tel: 01344 421117

Email: secretary@office.woodenhill.bracknell-forest.sch.uk



Headteacher

Mrs Joanna Lagares

25th March 2021

Dear Parents and Carers,

IMPORTANT CHANGES FROM AFTER EASTER

Before COVID, our school start time was 8.40am when the doors opened and the school day ended at 3.15pm. In order to help with social distancing, we created 'windows' for drop off and collection, along with a one-way system.

However, we are finding that that windows for collection and drop off are significantly impacting on the children's learning as lessons are being shortened in order to make these windows manageable.

As long as the government are able to begin to move to stage 2 of the lifting of restrictions on April 12th 2021, we will be making some changes to these windows from when children return after the spring holidays.

The window for dropping off will be 8.40am – 8.55am. The gates will be opened a couple of minutes before 8.40am to reduce the queuing outside the school gates but parents must not bring children to school before this time.

The window for collecting will be from 3pm – 3.15pm and the gates will be opened at 3pm.

All other expectations regarding drop off and collection remain in place:

- Only one parent / carer per family to drop off and collect to minimise the number of people on site
- The one-way system must be followed
- Parents and carers must drop off and collect promptly and not stop to talk to others on the school site
- If a parent or carer needs to talk to a member of staff, the year group email must be used in the first instance to request a call
- If waiting outside of the school parents and carers must be mindful of social distancing
- Masks must be worn covering the mouth and nose while on the school site

After Easter the children will be working in year group bubbles where the year groups do not mix indoors. All of our other measures will remain in place including regular hand washing or sanitising and the cleaning of surfaces.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Lagares".

Mrs. J. Lagares
Headteacher