



Nene Way
 St. Ives, Cambs.
 PE27 3WF
 Phone: 01480 466919
 Fax: 01480 498248
 www.wheatfields.cambs.sch.uk



Mrs Theresa Thornton
 Headteacher
 Mrs Emma Verney-Davies
 Deputy Headteacher
 Mrs Gemma Edwards
 Assistant Headteacher

4th January 2021

Dear Parents/Carers,

As you will already know we are open to all pupils from tomorrow, Tuesday 5th January. As we are in Tier 4, I would ask that all parents and carers read the information below carefully before returning to school tomorrow. All staff, pupils, parents and carers have responsibility in keeping with the arrangements that have been put in place in order to minimise the spread of the virus. We need to remain vigilant and even more so with the new strain of the virus.

Arrangements:-

- To minimise parent contact, there is a 10 minute window to drop off and collect your child(ren).
- As long as your child arrives and is collected at some point in the 10 minute window for their year group, they will not be registered as late for either drop off or pick up.
- You have time within the 10 minute window to drop off/collect, then go.
- Drop off and collection points remain the same.
- EYFS parents please stagger entry into the EYFS area at pick up. Your children will not be released until you are visible so please wait until the EYFS area is less busy before approaching.
- No pupils, parents or carers should arrive **before** the window opens for their year group. If you are early, your child(ren) in EYFS up to and including Year 4 **must stand and wait with parents/carers** until the school opens to them and the member of staff appears. There is space for you to stand socially distant from others.
- If you are early because you have more than one child attending school, the waiting child must **stand with you and wait with you** in one of the waiting zones. Please tell your children that they cannot run around.
- If your child cannot stand with you, come at the **end** of your window.
- Parents and carers may be asked to disperse by members of staff if they are in a group, even outside the school premises.
- A face covering should be worn by parents/carers during drop of and pick up.
- Pupils, parents and carers must leave the school site within their window.
- In rain or snow doors will not open early.
- Please continue to use the covid@email to inform us immediately of any positive test results/symptoms and awaiting test results.

Year Group	Drop off	Pick up
EYFS	08:55	15:10
1	08:55	15:10
2	08:45	15:00
3	08:40	15:00
4	08:40	15:00
5	08:30	14:50
6	08:30	14:50





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In addition, classrooms need to be well ventilated so please get children to wear additional layers. Coats may need to be worn in the classrooms. Some members of staff may choose to wear a visor while working with the children. This is personal preference and not an expectation of all school staff. Face coverings will not be worn in classrooms but will be worn by staff during drop off and pick up.

Thank you all for your support in keeping us all safe.

We look forward to seeing the children tomorrow.

Best wishes,

Theresa Thornton
Headteacher

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Wheatfields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

