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Mrs Theresa Thornton  
Headteacher  
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23<sup>rd</sup> September 2020

Dear Parents/Carers,

The DfE have asked schools to send out the letter attached. There is a good link to the NHS website on the letter and here <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> to check symptoms which we have also put on our website for you. Please also refer to the Quick Guide for Parents which is also very useful and attached.

I want to use this as an opportunity to remind parents and carers about a couple of things we have in place to keep everyone safe.

- There is a 10 minute window to drop off or collect your child therefore the only people that need to wait in an area are those families with siblings. The 10 minute window means that there is no need to stand and wait. It is in place to reduce the number of people waiting in one area at any one time. Your child will stay with an adult until you arrive for pick up in your 10 minute window.
- If you are late for drop off and the classroom door is closed, your child will need to be signed in at Reception.
- We are encouraging parents and carers to wear a face mask when dropping off or collecting children
- Communication between class teachers and parents should be via class email, not at the class door. If the communication is urgent, telephone the office or email [office@wheatfields.cambs.sch.uk](mailto:office@wheatfields.cambs.sch.uk)

Thank you for your continued support.

Kind regards

**Theresa Thornton**  
**Headteacher**  
[www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)  
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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.*

