



20th July 2020

Dear Parents/Carers

Once again, many thanks for your wonderful support during one of the most challenging periods we have experienced in our life time.

I am writing to inform you of some of the changes that are required, to ensure we keep everyone safe in September.

The Government guidelines state, that where possible, we need to have staggered start and end times to the school day. In addition, where possible to also have different routes into school to avoid congested areas and enable everyone to safely social distance.

Please see the table below which informs you of the start, end times and your child's designated entrance and exit into school.

If your child's class has been directed to enter school via the school field gate, they will need to be escorted safely around using the zebra crossing, past the Children's Centre and up to the field gate. A member of staff will receive the children at the field gate and safely direct them onto the playground.

Where children that have been directed to enter school via the main entrance, we would appreciate if any accompanying adults avoid waiting and leave the school site promptly.

All the classes directed to use the normal school route, will leave their child at the gate and exit through the carpark. All school staff will be instructed not to use the main carpark during specified times.

Year group	Entrance	Arrival	Home
Year 6	Main entrance	8.30 am	3.00 pm Main entrance
Year 5	Normal route Museum door near the Yr1 classrooms	8.40 am	3.10 pm Normal route Museum door
Year 4	Field gate	8.40 am	3.05 pm Field gate
Year 3	Field gate	8.50 am	3.15 pm Field gate
Year 2	Normal route	9 am	3pm Normal route
Year 1	Normal route	9.10 am	3.10 pm Normal route
Reception	Normal route	9.15 am	3.15 pm Normal route

I know from time to time you may want to talk to staff. We will continue to manage this through telephone calls where appropriate, or through the admin email address. admin@monkscoppenhall.cheshire.sch.uk

When you are dropping off and collecting your child at each end of the school day, we request you arrive and leave promptly, to enable us all to keep safe and avoid another lockdown.

These times may be revised in September should any issues arise.

Breakfast and Afterschool Club is available in September. There is a charge and you will be required to complete a registration form for each club. Please email the office for details.

admin@monkscoppenhall.cheshire.sch.uk

During the holidays, can we please request that where possible you continue to read each day with your child and keep fun things like times tables and number bonds going? This will help your child when they return in September.

On the first 3 days in September, Wednesday 2nd, Thursday 3rd and Friday 4th, the children will return to a transition project which will predominantly focus on wellbeing, with the aim of settling the children and helping them to remember the school routines and expectations.

Many thanks, on behalf of all the staff and Directors, I hope you have a wonderful summer break and we are all very excited and looking forward to seeing the children safely return in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Simpson', with a long, sweeping horizontal line extending to the right.

Mrs Pamela Simpson

Principal

Monks Coppenhall Academy