

# Ormesby Village Infant School

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Friday September 4th 2020

Dear Parents

I am writing to reassure you all that we understand that some of you have more than one child at one, or both, of the Ormesby schools and that your arrival/collection times for September might clash. This was unavoidable, given the requirement to stagger times across ten classes in total. Of course, we appreciate that you cannot be in two places at once and so request that you adhere to the following:-

- If two parents/carers are available, stick to your allocated times, with one person going to each class/school. If only one parent/carer is available adhere to the requests below:-
- If you have more than **one child at the same school with different time allocations** bring them both at the **later allocated time** and collect them at the **later allocated time**.
- If you have **one or more children at one school and one or more at the other, with consecutive time allocations**, drop off children with the **earliest allocated time first** and arrive at the other school as soon as you can. You will not be penalised for being late. Collect the child with the **earliest collection time first**, then the other as soon as you can. We will look after your child until you arrive.
- If you have children at **both schools with the same time allocation**, go to one of the schools at the closest earlier time slot, and arrive at the other school at the allocated time. At collection go to one of the schools at the closest earlier time slot and arrive at the other school at the allocated time.

Once we have all settled into a routine we will know who might arrive at a different time and why. We will still be following government guidance by staggering arrival/collection times to the best of our ability and limiting the number of people on site at any time.

Yours sincerely

*L. J. Bates*

Lucy Bates

Headteacher

