

8 September 2020



Dear Parent/Carer

Thank to those who tried to adhere to our new procedures this morning. We just wanted to clarify a few things in order to help make the rest of the week run as smoothly as possible.

- Siblings (children with brothers or sisters in this school, children with childminders, Valley Nursery or groups of children being picked up by one adult) are to arrive via top or bottom gate to KS2 yard for 8.45am and will be met by their class teacher. It is important that children arrive promptly in order to be taken into school and settled before the next group of children arrive.
- Single children (for Early Years and KS1) are to arrive via the top gate to KS1 yard for 9.00am and will be met by their class teacher.
- Single children (for KS2) are to arrive via the bottom gate to KS2 yard for 9.00am and will be met by their class teacher.

It is extremely important that everyone sticks to their allocated arrival time to avoid large gatherings of parents and children on the premises at any one time. We appreciate this may cause some inconvenience however we are following Government and Local Authority guidelines in order to get all children back to school as safely as possible. We ask that parents arriving for 9.00am do not arrive at 8.45am as this causes queuing at the gates when other parents are trying to leave.

- All children must be dropped off and picked up from the yard. They will not be allowed to walk to the gates by themselves as their class teachers will be handing over children to parents on the yard.
- If your child is in Y5 or Y6 and you wish them to walk home alone, you must inform us via email as soon as possible.

Following a discussion yesterday, we would request that all parents and carers wear a mask when dropping off or picking children from the premises. This will also apply if you need to attend a meeting in school.

If your child requires medication to be administered in school, please complete the Medical Form which can be found on the school website ([www.lobleyhillprimaryschool.co.uk](http://www.lobleyhillprimaryschool.co.uk)) under the Parents Hub section. This will need to be returned to school by email to [lobleyhillprimaryschool@gateshead.gov.uk](mailto:lobleyhillprimaryschool@gateshead.gov.uk).

Yours faithfully

*Johanna James*

Johanna James  
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