



Be the best you can be!

10 September 2020

Dear Parents and Carers

We need your help to keep our school community safe – Years 2 to 6

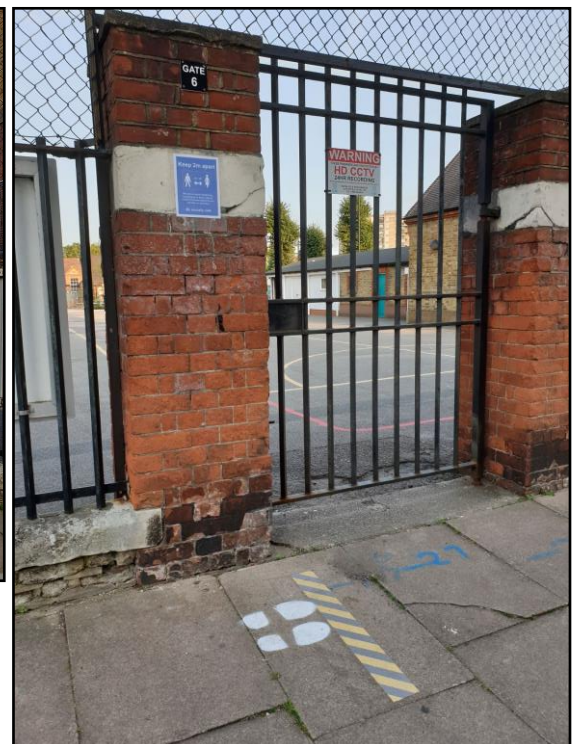
Thank you to all our families for your commitment to learning and the wellbeing of all our pupils. It has been a pleasure to have our school community back, and now more than ever, it is really important that we stay alert and conscious to the ongoing dangers of COVID-19.

We are nearing the end of our first week back to school after the Summer Holidays and we are constantly working hard to keep our school community safe within our school gates.

We really value your help and support, and ask all our parents and carers to social distance to 2 metres during the very busy periods of drop-offs and pick-ups outside the school gates.

Instructions for dropping-off and picking-up your child:

- Look at the laminated signs on the gates indicating the drop-off and pick-up times for each year group.
- Line up against the wall by the allocated school gate behind the black and orange hazard strip on the ground when it is your child's year group's turn.



- Be aware of the footprints on the ground – each one marks out a safe space of 2 metres for each parent to stand on.

Main Avenue Bush Hill Park Enfield EN1 1DS Tel: 020 8366 0521 Twitter: @Bushhillschool Email: office@bushhillpark.enfield.sch.uk
Headteacher: Mrs Anna Theodosiou Deputy Headteacher: Mrs Anastasia Neocleous



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- Keep clear of the gate entrance until it is your turn at the front of the queue.
- When the school gate opens, the first parent in line will be asked for the name of their child and a member of staff will call the pupil forward for a safe handover.
- Once you have your child, please move away from the area immediately to help us keep your family and other families safe.
- Each parent should then move forward to the next footprint until it is their turn.

We need your help

Please keep the pathway clear on Ermine Side at all times.

Please arrive promptly and do not come early and congregate outside. If it is not yet time for you to pick up your child, please line up at a safe distance from one another against the wall opposite the school gates. Once the year group before you begins to leave, please join the queue calmly. We are one school community and we all need to take care of each other.



If it is not yet time for you to pick up your child, please line up at a safe distance from one another against the wall opposite the school gates.

Please stand behind the white line and be considerate of our neighbours and the rest of our school community.

Important COVID-19 rules and procedures

There are some crucially important rules and procedures that we are relying on all parents and carers to follow closely, in order to keep our children and the rest of our school community safe, including those you will have read in our Home-School COVID-19 Agreement.

- **Parents and carers should not go to the School Office at any time** - if you need to speak to a member of staff about an important issue, please email your Class Teacher, or if it is an administrative issue please call the School Office on 020 8366 0521.
- **Only one adult will be allowed to drop off and collect** - please arrange this in advance and inform the school in advance if a different adult will need to attend to collect.
- **All parents must maintain social distancing of 2 metres at all times** – signs, footprints, and tape will be displayed to help you with queuing.

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- **PLEASE BE PROMPT for drop-offs and pick-ups** – it's important that children are not kept waiting in these anxious times. Please come on time and if you are late and the gates are closed, arrivals and pick-ups will be carried out from the School Office entrance.
- **Do not congregate together outside or on the school site** – stay safe by vacating the site immediately to keep the rates of infection down for everyone's safety.
- **Ensure your child attends school daily and arrives on time** – please refer to the new Autumn timetable previously sent to you.
- **Provide clean clothes** - for your child every school day.
- **Support the school's Behaviour Policy** - and any addendums in light of COVID-19.
- **PE** – kits should be worn on the day of PE and appropriate trainers/plimsolls should be worn.
- **Keep your child at home if they show COVID-19 symptoms** – like a new persistent dry cough, loss of taste & sense of smell or high temperature of 37.8.
- **Keep your child at home for 14 days if someone at home has COVID-19 symptoms or tests positive**
- **Do not send your child to school if someone at home shows symptoms** - and is waiting on the results of a test.
- **Collect your child as soon as possible** - if the school notifies you that they are unwell.
- **Follow UK Government COVID-19 guidelines** - do not risk the health of the school community.
- **Keep school rules** - including NOT sending children to school wearing gloves, as they pose a risk of spreading germs to themselves and others. Washing hands with soap and water or hand sanitising regularly is best.
- **Follow safety instructions from staff if instructed** – they are there to take care of you and your family.
- **Report your child's absence** - by calling the School Office first thing in the morning if they are unwell and cannot attend.
- **Send your child to school with fresh water every day in a labelled bottle** - because our water fountains must stay out of bounds to stop the spread of infection.

Thank you for your help, support and feedback. I look forward to continuing to work with you all to keep our school community safe.

Yours sincerely

Mrs Anna Theodosiou
Headteacher

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