
Ackton Pastures Primary Academy

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Acting Headteacher: Miss K Lea
Chair of Governors: Mrs B. Riley
Safeguarding Officers: Miss K Lea
Miss A. Bustard
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Mr K Allanson

20th November 2020

Dear parents and carers,

Children arriving late

In order to minimise the movement of children throughout school and to reduce the possible transmission of Covid-19, we are changing our procedures for children who are late arriving at school.

Classroom doors will be opened at bubble start times and closed 5 minutes later. It is important that we strictly adhere to these times to minimise the amount of people on the school site at any one time. The majority of our children manage to come to school on time and benefit from a full days learning, however we know that there may be some isolated instances which may cause your child to be late.

If your child arrives at school more than five minutes after their bubble start time, they will need to go to the school office to sign in and order their lunch. The school office will then present you and your child with a slip outlining the time you arrived and reason for lateness. You will then need to accompany your child to their classroom door, where a member of staff will let you in.

It is important that only one family enters the school reception at a time and that social distancing is maintained. You must wear a face covering when entering the school reception area.

These procedures are in place to minimise the movement of children throughout school and to prevent possible cross contamination of the bubbles in place at school.

Whilst this may be an inconvenience to some, I hope you can appreciate that this decision has been made in order to maintain children and staff safety.

Thank you for your continued support in this matter.

Yours sincerely,

Miss K. Lea

Acting Headteacher