



The Collegiate Trust
Exceptional Education for All

Dear Families,

In light of the governments review of restrictions due to the pandemic of COVID-19 we would, in turn, like to review our own practice to keep everyone safe.

Please take regard of the following measures that we ask from Monday 12th October be followed:

- **All visitors to the school site will be asked to wear face coverings – this includes Early Years, Key Stage One and Year 6 Parents who use the Hawkesmoor Road Gate at Pick Up & Drop Off. (Unless of course you are medically exempt).**
- **Both you and our staff have the right to remain socially distant in our current climate – therefore particularly at pick up and drop off can we please ask you do not approach staff for ‘catch ups’ or 1:1 meetings.** Since the start of term we have conducted individual welfare calls and have moved our Parent Teacher Conferences forward to keep you informed of your child’s progress and well-being, trying within our limitations to keep you well informed and supported. If you do require an urgent conversation with a staff member please speak to SLT on the gates and/or make an appointment (stating the outline of the conversation) via the School Office. Please anticipate children may be finding the readjustment to school harder than at first thought – we would ask you support this at home and expect this transition period to possibly continue for some time – this is a difficult time for everyone: children included. Due to the current pandemic situation please reflect carefully on meeting requests as we would like to keep face to face meetings to truly urgent or emergency matters.
- **Please can we ask that only ONE adult come up the gates to drop off/pick up children.** We understand other relatives enjoy walking with the children and sharing their day, but if these relatives can wait off site and meet you across the road this further reduces the amount of people we have congregated together. **ONLY ONE ADULT IS THEREFORE TO COME ON SITE FOR DROP OFF/PICK UP.** We would also encourage all of our community to install the NHS Track and Trace App.
- Year 6 – Parents who pick up younger siblings have been waiting for Year 6 children on the playground – could we ask that if possible you wait just outside the school gates and meet your child on Hawkesmoor Road. The distance is very small but will make a big difference.
- Scooters and Bikes – We appreciate some people logistically HAVE to ride to school, however if we can ask that this really is minimised and rationalised so we can reduce the number of vehicles that we are storing at school. This again will ease congestion.

Waterfield Primary School

Principal: Dr Harry Hope

A: Waterfield Gardens, Bewbush, Crawley, RH11 8RA
T: 01293 548014
E: office@waterfield.org.uk
W: www.waterfieldprimary.co.uk

E: head@waterfield.org.uk
T: 01293 548014

Waterfield Primary School is part of The Collegiate Trust, a company limited by guarantee & registered in England and Wales No. 8058921

- **QUICK PICK UP – An increasing number of parents are gathering for social catch ups at pick up either on the main playground or in the queues outside – PLEASE, PLEASE can we ask that as soon as you have left your children you leave the school grounds and do not gather in groups.**

Finally, please **we must request that all changes to WHO picks up your children are either verbally given to the Office or through a letter passed to the Office by 1:30pm.** This then allows the Office staff to inform teachers of who should be picking up the child/children if there is a change i.e playdate etc. If your child is in Years 5 & 6 and you have given permission for them to walk home alone please make sure the Office have a letter to give written permission for this. If you are reading this and are not sure if you have given a short note to state this, please just quickly provide another one (if in doubt – this will be much swifter than individually calling the Office).

We understand the above restrictions/rules really do detract from school being the social flexible heart of our community, however due to the current situation and as winter arrives we really must ask we put the SAFETY of our children, families and staff at the centre of our procedures. It may be moving forward we may have to stagger start and end times of the school day further to reduce the congregation of people if the above measures do not support a safer and more secure start and endings of our school day.

As always thank you for your support, encouragement and understanding as together we tackle this world-changing situation we all find ourselves in.

Kind Regards,

Dr H Hope
Principal