**St Anne (Stanley) CE School**

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Dear Parents/Carers,

Welcome back to all of our families, it was lovely to see the children so excited to be back in school. The routines and procedures we have put in place to keep children, staff, families and the wider community safe require everyone to do their part and will continually be reviewed. We would like to outline the current morning and end of day routines so that we can all do our part in keeping ourselves and others safe.

**Morning drop off**

* Each class has a different time slot and entrance. Please be on time.
* One adult per family on the yard.
* Keep your social distance from other families.
* Parents are not allowed to cross the barriers.
* Children will cross the barrier and line up by a member of staff.
* Families with more than one child- take the child with the **earliest** time slot to their entrance. Then take the other child(ren) to their entrance(s) where they will wait with a member of staff.
* Please leave the school grounds as soon as your child has crossed the barrier. Do not gather outside the school gates.

**After school collection**

* Collect your child at their allocated time and entrance. Please be on time.
* One adult per family on the yard.
* Keep your social distance from other families.
* Parents are not allowed to cross the barriers.
* Families with more than one child need to collect their children at the **latest** time slot. **Please collect the younger siblings immediately before- from their class allocated entrance.**
* Families with more than one child- please **do not** collect the earlier child and then wait on the playground until the later time slot. This results in more people than necessary being on the playground.
* Please leave the school grounds as soon as you collect your child(ren). Do not gather outside the school gates.

We appreciate your continual support in helping our whole school community to keep safe.

Warmest wishes

Mrs Simons