

**Bulphan Church of England Academy**  
Fen Lane, Bulphan, Essex. RM14 3RL



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6<sup>th</sup> November 2020

### **Covid19 Safety Procedure Update for Parents/Carers**

Dear Parents/Carers,

Firstly, I would like to say a huge thank you to parents and carers for your ongoing support during these challenging times. Following on from the new government guidelines introduced on Thursday, we are writing to you to update you on our COVID 19 safety procedures, put in place to keep our school community safe.

#### **Staying safe at the school gate**

Please remember to keep yourself and others safe by observing social distancing at the school gate. We have staggered drop off and collection times to make it easier to maintain social distancing. Please stick to the times scheduled and try to leave the area as soon as possible to make sure there is room for the next group of parents and children to drop off or pick up. Please also ensure that only one parent/ carer is dropping off or picking up your child/children to reduce the number of people around the school site. The school gate is a common meeting place for parents but in the current climate it can create conditions in which infections like Coronavirus can thrive.

#### **Site procedures**

Please ensure that all messages are passed on through the school office via email or phone call, not at the school gate. If you need to talk to a class teacher we can arrange for this to happen over the telephone. We know this is not ideal as we always encourage communication with the school so we can all work together, however in these unprecedented times we must take this action to keep us all safe. Our school is a small site with a small entrance and narrow pathway. If parents/carers are standing at the school gate for extended periods of time talking to staff the walkway could become crowded, making social distancing impossible.

#### **Ventilation**

To ensure classrooms are well ventilated, we leave windows open throughout the day. As the colder weather approaches please ensure that your child has a school jumper or fleece that they can wear during the school day to ensure that they remain warm. Children could also wear a plain white t-shirt or long sleeve top underneath their school shirt.

***'God's word is a lamp to guide our feet and a light for our path'  
Inspired by Psalm 119:105***

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## **Homework**

As we enter a second national lockdown we have decided to take extra precautions with items that are coming in and out of school for the next 4 weeks. Homework books are regularly sent home and bought back in to school. This could potentially pose a risk of spreading infection. After careful consideration we have decided to mitigate this risk by sending homework out by email for children to complete at home. This will include weekly Spellings and Reading. We will continue to send home and change reading books as usual. Homework will continue to be sent home on a Friday and Spelling tests will continue on a weekly basis.

The safety procedures we have put in place will continue to ensure that we all remain safe in these unprecedented times and we thank you in advance for your continued support.

Yours faithfully,



Miss. S Finch  
Headteacher

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