Dear Parents/Carers

I hope that this letter finds you and your families safe and well.

I would like to thank you for all of your support over the last few months which have proved challenging for us all.

I am writing to let you know that we are looking forward to opening the school in September for all of our pupils. Initially things at school will be a little different, the details are listed below:

- Only **ONE** parent allowed on the school site with your child/children (to minimise contact between adults).

- **Classes 6KM & 6CF** will enter and exit the school via the Breakfast Club entrance on Wardend Road at the front of the school building.

- **YEAR 2, 3, 4, 5, 6NN & 6NB** will come into school using the normal playground gates and school staff will be at the gates to welcome children and supervise them to their classrooms where the class teachers will be waiting to greet your child.

- **YEAR 2 to YEAR 6** will be expected to be in school from 8.30 -8.45am.

- **YEAR 1** pupils will be welcomed into school from 8.50-9.00am using the normal playground gate.

**Going Home and Procedures for the End of the Day:**

- For parents will be trialling a one way flow system on the playground to minimise adult contact. **ALL** Parents are to enter the school playground from St Margaret’s Avenue gate and exit via the Washbrook Road gate. School staff will supervise this and review how it is working.

---

Head Teacher: Mrs S M Rose  
Deputy Head Teacher: Mrs G Smith
- YEAR 6 Pupils will be allowed to walk home on their own at the end of the day, but only with permission from a parent. To give parental consent for Year 6 pupils to walk home alone, parents must send an email to: year6@wardend.bham.sch.uk

- There will be staggered collection times for other year groups as follows:

- RECEPTION & PURPLE ROOM – 3.00pm
- YEAR 1 & 2 – 3.10pm
- YEAR 3 & 4 – 3.20pm
- YEAR 5 & 6 – 3.30pm

Staff will be flexible with parents who have children in different year groups regarding finishing times so that parents are having to wait unnecessarily on the playground at the end of the day.

Could you please try to minimise medical appointments and early collections of children from the front office to help us reduce contact with both parents and staff.

We understand that these arrangements will be different, but they are in place to keep Parents, Children and Staff safe. These procedures will be reviewed at the end of September.

Finally we would like to thank you for your co-operation during these uncertain times.

Yours faithfully

Mrs S M Rose
Head Teacher