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Dear Parents / Carers,

## Arrangements for Week Commencing 15<sup>th</sup> April 2024 until the Summer Holidays

|                 | <del>,</del>   |
|-----------------|--|
| Reception &     | Based at Greenacres.   |
| Year 1          | Children will access the site via the main gate and then the Hive gate entrance.                 |
|                 | Gates open at 8.40am.  |
|                 | They will be released at the end of the day at 3.25pm on the key stage 1 playground.             |
| Year 2, Year 3, | Based at QEMs in a self-contained block with separate toilets and playground area just           |
| Year 4 &        | for Greenacres use.  |
| Year 5          | Children to access Greenacres site via the Alley gate to the KS1 playground from 8.40am.         |
|                 | Assemble on the playground with Teachers who will register them and then get them                |
|                 | onto the coaches.  |
|                 | All children are expected to be on the coaches. Parents cannot drop off at QEMs due to           |
|                 | limited parking spaces.  |
|                 | Coaches start to leave at 8.50am.  |
|                 | Coaches will leave QEMs at 3.30pm to arrive back at Greenacres by 3.45pm.                        |
|                 | Children will be dismissed from the key stage 1 playground at Greenacres.                        |
| Year 6          | Based at Amington.   |
|                 | The same arrangements will apply for Year 6 pupils as the previous two weeks. The                |
|                 | walking bus will continue to operate if required, which will leave Greenacres at 8.45am.         |
|                 | KS2 SATs will take place at Amington – further details will be released nearer to the time.      |
| The Hive        | This will continue to run at Greenacres (am and pm normal times).                                |
| (Before &       | If you regularly attend the Hive, normal arrangements for your child will still be in place.     |
| After School    |  |
| Club)           |  |
| Swimming        | More details to follow.  |
| Sessions        |  |
| Toast and       | We will only be offering packed lunches at this point. The children will continue to select      |
| Lunch           | sandwich fillings as they do now. All allergies will continue to be catered for.                 |
|                 | Toast will be available for purchase during normal breaks.                                       |
| Contacting the  | Although we will be on three different sites, you can still contact the office staff in the      |
| office          | usual ways.  |
|                 | Office staff are able to contact the different sites easily.                                     |
|                 | If your child is ill, follow the same procedures as you do now.                                  |
|                 | If your child is ill during the school day, office staff will contact you and arrange for you to |
|                 | collect your child. Please do not attempt to collect your child without contacting               |
|                 | Greenacres office staff first to maintain security and safeguarding.                             |

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Class teachers will provide more details via ClassDojo for general day to day information. Please remember to be patient with staff as this is new to us all!

Although this is an unusual situation, your child's attendance and punctuality at school is crucial. Please help us by ensuring your child is on time and in the right place.

Thank you for your patience, understanding and support.

Yours sincerely

Louise Bridge

Principal