

24th August 2020

Dear Parents,

In order to minimise the number of parents coming to school at the end of the school day we have created three pick-up times.

Children have been put into three groups and each group has an allocated a collection time. Please arrive at school at your allocated time and follow the procedures that are in place – a separate leaflet is attached to this email with this information. It is also available on our website: www.penshurstschool.org.uk

A member of staff will bring your child onto the playground and when your child is released to you please then exit the playground.

Your child is in Group (tbc) and will be ready for collection at (tbc).

If you child is attending After School Club the member of staff will send them to the School Hall to join the club. We will only to able to do this if your child has a pre-booked place.

Please note we will only release your child to a parent unless the School Office have been advised, in advance that someone else is to collect your child. We ask that parents advise anyone collecting children of the school's Covid 19 procedures; please only do this if it is completely necessary. Please be mindful that we are trying to reduce the number of contacts both children and staff encounter.

Whenever possible please avoid last minute changes and if a change must be made please advise before 1pm.

Yours faithfully,

Sue Elliott
Headteacher.