



Wednesday 21<sup>st</sup> October 2020

### Changes to the Risk Assessment and the Courtyard entrance at Benthal

Dear Parents and Carers,

As you are aware the government have made the decision to move London into 'Tier 2' in order to reduce the number of COVID-19 cases across the capital.

To take into account these new government changes and to ensure the continued safety of the staff, children and their families I have updated our Risk Assessment.

**After half term, from Monday 2<sup>nd</sup> November parents/carers will no longer be able to wait to drop off or pick up their child from the courtyard entrance at the front of the school.**

Instead parents/carers will need to wait by the main entrance gate along Benthal Road, following the strict government social distancing guidelines. Class teachers will collect their class from this gate at drop off and then bring their class out at pick up time.

Because of the amount of families using this entrance I have also made very slight adjustments to the times of drop off and pick up. Please see the table below with the new times.

Nursery	No Changes to the time
Reception	No Changes to the time
Year 1	Drop Off at 8.55am – Pick Up at 3.25pm
Year 3	Drop Off at 9.10am – Pick Up at 3.40pm

I must request that parents/carers do not arrive before the allotted time for drop off and pick up and to leave the area outside the gate very promptly. This is to avoid crowding.

Please remember that the school office remains closed to parents/carers for enquiries in person, we ask parents/carers to email or phone instead during school opening hours.

The Health & Safety of the staff and the children remain my top priority, which is the reason for these slight changes. Our Risk Assessment is a working document and will continue to be adjusted according to government guidance.

Thank you for your cooperation in this matter.

Yours sincerely,

Ms L Drew  
Head Teacher