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5<sup>th</sup> March 2021

Dear Parent,

I hope that all families are well and we are really looking forward to being with the children in class next week. During lockdown, all official communication has been sent to you from the Deputy Heads of the College and the Headmaster to ensure clarity, however I thought a brief aide memoire may help with the smooth return specifically for Lower School next week.

The drop off/pick up zones will still be in place. The KS2 children should be dropped off and picked up at Lower School car park and the KS3 children at the Tennis Centre car park. Please could parents remain in their car and exit as soon as is safely possible.

All College transport will run at the normal times and College times are as normal.

All of the pupils are to be in full school uniform and will need to bring a PE kit to keep in School for the week.

All KS3 children will require a mask for school and it will be wise for each child to have a small bottle of hand sanitiser too. All pupils require their own water bottle.

Pupils should bring in a pencil case with essential items and those items should remain in their locker in school. Similarly, we would like all bags and equipment to be kept to the simplest form possible please, to reduce items going to and from home.

Should a child have temperature or feel unwell, please keep them at home and check with the College's Sister regarding a safe return to school - 01691 626529.

Pupils will be in study group bubbles during the day. They will follow the arrowed one - way system within the buildings and should hand sanitise and handwash at regular intervals. Lunch times have been staggered to keep numbers small and separate.

The College rule regarding mobile phone use is as normal. Should a child have the need to have a mobile telephone in school for travel arrangements, it will require locking in the personal locker throughout the College working day. All messages to and from home can be done via Mrs Leonard in the Lower School office - 01691 626511.

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We will try to keep to outside break and playtimes as much as possible. With this in mind and with rain forecast next week, pupils will require a warm coat and change of footwear. Please could all items of clothing/equipment be named.

KS2 pupils plus key worker children will be in College on Monday 8<sup>th</sup> March.

KS3 pupils will return on Tuesday 9<sup>th</sup> March and classes will start after break once testing has been carried out. Please reassure all children that the test process is easy and painless and nothing to worry about.

Indeed, our essential worker children have been very effective at getting this done over the past few weeks. This process ensures that we can keep everyone in our community as safe as we possibly can.

After school clubs will gradually return to normal and notification will come out from the individual coaching/teaching staff i.e. shooting. Please do not assume that they will start immediately.

The swimming coaches will be in contact directly regarding swim training.

At present certain clubs cannot start i.e. choir. Should you have questions regarding any extracurricular activity, please ask your child's personal tutor who can explore the answer for you.

Unfortunately, we still cannot give parents access to the Lower School building. Please feel comfortable to e-mail your child's tutor or call/email Mrs Leonard with any concern and we will get back to you as soon as possible.

I do hope that this short list will help with the smooth return of our pupils next week and we look forward to a time soon where we can function in a more carefree way.

Best wishes to everyone.

Yours sincerely