



**Billingshurst Primary School**  
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Thursday 24<sup>th</sup> September 2020

### **Important Update to the COVID Risk Assessment**

Dear Parents and Carers

Thank you to all of you who have adapted to the staggered start and finish times and for complying with the need for social distancing. All the measures that the school are taking are to ensure the safety of children, families and staff and to ensure the school stays open.

Unfortunately, it has become clear that not enough people are maintaining a social distance of 2 metres, sometimes because they forget and sometimes because they do not think it is important. As the number of cases increases significantly across England each day, we have taken steps to ensure that safety is paramount for everyone on the school site. From Friday 25<sup>th</sup> September you will be required to:

- **Wear a mask coming on to the school site.** You may not come on to the school site without a mask. If you have an exemption from wearing a mask you will need to provide evidence to any staff member who asks you. Signs will say 'Don't make us ask – wear a mask'. This is to reduce the risk of infection from crowding and the lack of consistent social distancing when on the school grounds
- Only **one adult** may collect a family of children. They may be accompanied by dependent children. Teenagers should not accompany parents on site but can wait just outside the school. We have to minimise the numbers of adults on the school grounds at any one time. Do not ask older siblings at other schools to meet you on the school grounds.
- Where possible – and certainly for most Y4 and above, leave your child at the entrance when dropping off to reduce the numbers on site.
- **Maintain a social distance of 2m** from other adults and families
- Keep your children close to you when on school grounds – do not let them run around with other children
- Try not to mix bubbles by picking up other peoples' children from different year groups
- Stick to the staggered start and finish times

I know some families have to wait between starts for different year groups. You must wait on the lower playgrounds. I know this is not ideal as the weather conditions deteriorate but I can only suggest appropriate clothing to keep warm and dry. This waiting time is something that cannot be avoided.

If you do not have a mask on, you will not be allowed onto the school site. These are challenging times and we must do all we can to keep everyone safe and the school open. Any one behaving in an abusive manner towards any member of staff will be dealt with by myself and the [relevant policy](#). I know the vast majority of parents and carers will do all they can to help to make sure we can stay safe and stay open as long as possible. Attached is a letter to all parents from Public Health England.

Thank you to you all for your support and please take care to keep safe and well.

Yours sincerely

Helen Williamson  
Headteacher

