



James Ellis
Headteacher
Old Tye Avenue, Biggin Hill TN16 3LY
01959 575 846
www.bigginhillprimary.com
admin@bigginhill.bromley.sch.uk

16th October 2020

Dear Parents/Carers,

After the half term break we will be introducing new measures to ensure we are providing the safest environment for all of our community. The following changes have been made as a result of:

- London Boroughs moving to tier 2 restrictions from 17.10.2020
- Increasing number of confirmed cases in the Bromley area
- Further advice from Public Health England

As of Monday, 2nd November all parents/carers bringing children to school or collecting will have to wear a mask when on school grounds. School grounds start from the front blue gates. If you are exempt from wearing a mask please contact the school to inform us before this date. Members of the leadership team will be on the gates at the start and end of the day and will challenge people who are not wearing a mask. Staff are given the option to wear a mask if they wish, but we want to avoid this in order to welcome the children to school.

Members of staff in class will remain 2 metres away from the door when children arrive and leave. In Year 2 we will mark a waiting line with cones, as staff will need to come out of the doors. Please wait behind these cones.

Only 1 person should be entering school grounds to drop off or collect children. This is to ensure we minimise the number of people on school grounds at one time. This includes older siblings from Charles Darwin. They should not be meeting you on school grounds. If they are collecting, they will also need to wear a mask. Again, if large groups or multiple family members are collecting children, a member of the leadership team will speak to you about this.

With regards to the main reception area, we would remind parents/carers that they can contact their child's teacher or the office by email or phone with any queries. If your query requires face to face contact, please ensure that you wear your face covering when entering main reception and that you keep 2 metres away from staff whilst they deal with your query.



You have all been so supportive of the school's adaptations, in particular the phased collection and drop off times. I have put these in the table below to remind everyone of the expected arrival and collection times. Parents/carers and children should not be on school grounds more than 5 minutes before their time. Families with multiple children should always arrive at the earlier start time and leave at the later finish time.

	Start	Finish
Reception	8:30	15:00
Year 1	8:45	15:15
Year 2	8:45	15:15
Year 3	8:30	15:00
Year 4	8:30	15:00
Year 5	8:45	15:15
Year 6	8:45	15:15

We will be constantly reviewing all our approaches to teaching and learning and school organisation in line with the guidance we receive. Please remember that, if your child has to isolate for any reason, there will be school work available through the google classroom.

I hope you all enjoy the half term break as much as you possibly can!

Yours sincerely,



James Ellis

Head Teacher

