

Wednesday 5th November 2020

Dear Parents and Carers,

We are now entering a second lockdown and we have as a school (and in conjunction with our partners across the trust), agreed on the additional measures we will be taking to safeguard both the children and our staff. Some of the measures are not new, but we are taking this opportunity to remind you of them.

From Thursday 4<sup>th</sup> November:

- **Only one parent allowed on site to collect children (older secondary age siblings should not enter the premises).**
- **Parents must wear a face covering unless medically exempt.**
- **Parents must be socially distanced from each other on site.**
- **Parents must be socially distanced from the teachers when dropping off and collecting.**
- **Parents must call or email the office with messages for the class teachers or SLT – face to face conversations cannot take place (0121 327 0594 or enquiry@princealbert.bham.sch.uk).**
- **Children should bring a named water bottle to school each day. This should contain water only (no squash). It will come home each evening to be washed thoroughly ahead of the next day.**
- **Children should continue to wear their full PE kit on their PE days.**
- **We are strongly encouraging all children from Year 3 upwards to enter the site on their own in the morning to avoid the need for you to come onsite.**
- **No parents should be visiting the school office. Please phone or email with enquiries.**

**Entrance times:**

Year 6 – 8.40	Year 5 – 8.40	
Year 4 – 8.50	Year 3 – 8.50	
Year 2 – 9.00	Year 1 – 9.00	Reception – 9.00

**Exit times**

Year 6 – 3.30	Year 5 – 3.15	
Year 4 – 3.30	Year 3 – 3.15	
Year 2 – 3.30	Year 1 – 3.15	Reception – 3.15

**Nursery:** Morning pupils: 8.45 (drop off) 11.35 (pick up)  
Afternoon pupils: 12.30 (drop off) 3.20 (pick up)

We appreciate that there are parents with multiple children across multiple year groups. However, if you only have pupils in one year group please stick to the times above. **If you have children in different year groups, you should aim to be onsite for the youngest child's collection time. Please do not come earlier than your allotted time so we can prevent queueing on Dolman rd.** We hope that this will ease the congestion on site during afternoon collections and allow for better social distancing.

We understand that we are currently in a very difficult time and you may have worries and concerns. Please do contact us via the correct channels if you feel that you need some support. We are here to help.

Yours faithfully,



Miss Davies  
Head of School