



**Artsmark  
Silver Award**  
Awarded by Arts  
Council England

Inspiring Learning For A Positive Future

24 September 2020

Dear Parents & Carers

### Timings & Guidelines for Dropping Off & Collecting Children – Class 3

All the COVID procedures and guidance we have in place in school are critical in ensuring we provide a safe environment for our children. Can I please remind parents/carers of the guidelines for dropping off and collecting your child from school:

- Keep to the drop off and pick up times
- Do not allow your child to be late
- Do not arrive late to pick up your child
- Do not gather in the school grounds
- Do not enter the school building
- Drop off/pick up and leave the premises swiftly
- Maintain 2m social distancing rules

<b>Class Teacher</b>	Miss Cooper
<b>Class Number</b>	Class 3
<b>Monday to Thursday Times</b>	8.45am until 3.00pm
<b>Friday Times</b>	8.45am until 1.00pm

Communication can be made via telephone: 01924 325308 or by emailing the school office [office@diamondwoodacademy.co.uk](mailto:office@diamondwoodacademy.co.uk).

Thank you for your support and co-operation.

Kind regards

*S Titherington*

**Mrs S Titherington**  
Head of School



**Diamond Wood Community Academy**

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