



**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 12

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

Class Teacher	Mrs Coop
Class Number	Class 12
Monday to Thursday Times	9.00am until 3.15pm
Friday Times	9.00am until 1.15pm

Communication can be made via telephone: 01924 325308 or by emailing the school office 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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