



Tuesday 19<sup>th</sup> January 2021

Dear parents,

**Notification of changes to classroom and drop off and collection arrangements - Key Stage 2**

Sadly, we find ourselves in the position where several of our site cleaning team are currently unavailable for work and as a result we need to close Whittleford building. This is to ensure all areas that are in use remain thoroughly cleaned and safe for all site users. In order to do this we need to make the following changes for children in Key Stage 2:

<b>Year Group</b>	<b>Drop off and collection point</b>	<b>Classrooms</b>
3	Door beside the Studio (in between Eliot and Whittleford buildings)	3GL and 3AC - no changes
4	Door at the end of Eliot building, nearest to the greenhouse and outdoor gym	4LH - no change
5	Door beside the library in Eliot building - parents should wait on Eliot playground	4JR and Year 4 intervention classroom (formally 3FT)
6	Door to the music room	Music room

Please be reassured that we have zoned the building so children and staff from different year teams do not mix. Each year group has its own set of toilets.

These changes will take effect from tomorrow - Wednesday 20<sup>th</sup> January.

Kind regards,

Mrs G Bowser