



Mrs R Cook
 Cotsford Primary School
 Third Street
 Horden
 Peterlee
 SR8 4EH
 DFES Number: 8402532

Telephone: 0191 5864660
 Email: p2532.admin@durhamlearning.net

17th September 2020

Drop off & pick up arrangements

Since the routines for dropping the children off and collecting at home time are going so well we are going to adjust the times to reduce the amount of time between groups.

From Monday the times will be:

Year group	Start	Finish	Location
Year 6 Miss Hutton	8.45am	3.10pm	Top of yard (near MUGA)
Year 5 Mrs Fenwick	(no change)	(no change)	Bottom of yard (near entrance)
Year 4 Miss Gordon-Taylor	8.50am	3.15pm	Top of yard (near MUGA)
Year 3 Mrs Simpson			Bottom of yard (near entrance)
Year 2 / 3 Miss Smith	8.55am	3.20pm	Top of yard (near MUGA)
Year 1 Miss Bartlett			Bottom of yard (near entrance)
Reception Mrs Laverick			Next to climbing frame

Please remember that **adults are required to socially distance at all times** so at home time we ask that you **move right into the zone** where your child will be brought to by their teacher, **keep a safe distance from others (2 meters)** and **keep the path clear** (where the spots are). This is to allow a clear entry and exit path for yourself and others.

Only one adult should be coming onto site with your child, again this is to maintain social distancing.

With new restrictions coming in for the North East because the rate of infection is rising, I cannot stress strongly enough that **we all need to follow the guidelines in place to keep everyone safe.**

Breakfast Club

I am looking into the practicalities of restarting Breakfast Club. This would be open at 8am but we do not have a start date yet. This would be **available for parents who need it due to work commitments only** and would not be open to all pupils at the moment due to COVID restrictions.

To help with planning for this please could you let the office know if your child would need a space and if this would be for the full week or certain days (please let us know which days). The cost is 50p per day and we would need to know in advance if your child was attending.

Any changes that we make in school will be for trial periods, and will be kept under constant review, both from a school point of view and in line with any advice from local or national government.