



# Writtle Infant School

A very special place, where learning has no limits.

Headteacher: Mrs. Helen Castell | Deputy Headteacher: Mrs. Tracey Wilson

Writtle Infant School, Lodge Road,  
Writtle, Chelmsford, Essex, CM1 3HZ  
admin@writtle-inf.essex.sch.uk  
www.writtleinfantschool.com  
01245 420963

Monday 20th July 2020

Dear Parents,

As we end the most unusual school year that we have ever known, first of all may I thank you for your support and fantastic communication over the last few months. I have had many parents take the time to get in touch and thank our teams and in these times where we have felt under pressure with trying to run a school safely for all our children, staff and families, it has been very welcome. Thank you as well for all the gifts and presents that have arrived, I know that all the staff are enormously grateful. We will keep in touch with you during the holidays as further information arrives.

Thank you for your understanding about the difficult decisions we have made in September. Just to clarify, our arrangements have to satisfy the requirements of government guidance, local authority guidance and Public Health England. We do face more challenges than some other schools, given that there is only one safe way in and out of the premises. It is mine and the governors' responsibility to ensure you are all safe and socially distanced. Thank you all for your suggestions on how to adapt our procedures.

A number of you have asked about children using the front door, but we cannot risk the virus being spread to more areas of the school as children walk through. We would still need staggered times as we do not have enough staff to cover different doors at the same time and we still have the challenge of using one entrance gate to access the school. However, we value our strong relationship with parents and want to try to come to some sort of compromise with times. My aim was to try and leave twenty minutes between each bubble to allow for safe social distancing. I will trial moving the times nearer for parents, but please work with me by sticking to these times and leaving the site quickly. Due to the need for classes to be thoroughly cleaned (which includes the school staff disinfecting the whole EYFS garden and every piece of equipment being steamed in all classrooms before the main cleaners can go in), I have gone as late for pick up as I can.

I am sorry I cannot offer a place for parents to wait, but by tweaking the times as laid out below and parents coming towards the end of their drop off window if they have siblings, this should cut down the wait. The times below are much nearer the normal school times.

Bubble	Drop off	Pick up	Location	Notes
Sharks	8.45	2.45	Near door	If you have a child in another year group, you may arrive at around 8.55 and pick up closer to 3pm, so you don't have to wait for too long.
Dolphins	8.45	2.45	Far door	
Turtles	9.00	3.00	Far door	If you have a child in EYFS (children in Year 2 should be dropped off before those in Year 1), you may arrive at around 9.10 and pick up closer to 3.15, so you don't have to wait for too long.
Parrots	9.00	3.00	Near door	



Foxes	9.15	3.15	Foxes gate	
Squirrels	9.15	3.15	Far door	

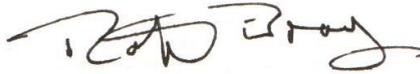
We are still waiting to see what the YMCA plans to do, but Ducklings are happy to collect and drop off children that go to them at these new times. We will continue to review the arrangements and as soon as it is safe to do so, we will revert to school life as normal.

I cannot limit the drop off/pick up windows or change the times any further, so I hope parents have the next few weeks to make any necessary arrangements. I cannot wait to see the children return in September and our new children begin their transition and my best wishes go to our wonderful Year Twos as they move to the Junior school.

Warm regards,



Helen Castell  
Headteacher



Ralph Bray  
Chair of Governors