

Kings' Forest Primary School

Executive Headteacher: Mr R Newman

Headteacher: Ms H Porter



Friday 11th December 2020

Dear Parent/carers

Polite request from the school office re Covid risk

In recent weeks we have noticed an increase in the amount of late children arriving through the main reception area after the bell has gone. This is putting the office staff at risk with us mixing with a variety of children from different bubbles.

We are also being asked to pass on lunchboxes, jumpers, water bottles etc again putting us at risk.

In Mr Newman's letter today to parents he wrote '**In the final run up to Christmas I implore every member of our school community to play their part and continue to follow the rules and help keep us all safe. In school we will be tightening our school rules even further to limit contact to its very bare minimum**' With this in mind and the fact we would like to spend Christmas with our families and are trying to reduce the risk to ourselves as from Monday 14th December we will not be accepting any items through the office and please could you make every effort to arrive on time into school so we are not being put at risk.

Thank you for your co-operation and understanding.

Merry Christmas to you all,

The office team

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