



St Michael's Avenue
Yeovil, Somerset BA21 4LD

Tel: 01935 474224

email: penmill@educ.somerset.gov.uk

website: www.penmillinfants.co.uk

Pen Mill Infant & Nursery Academy

6th January 2021

Dear Parents and Carers

It has been lovely to welcome some of the children back this week, we have been delighted to hear of their Christmas breaks and see their smiling faces, they have made us feel positive and grateful to be here at Pen Mill.

Following the children's return, in order to maintain a high level of safety for your child and family as well as the staff and their families, please may we take this opportunity to remind you of some the protocols that we expect from yourselves and the children.

- **Face masks for parents on site at both collection and drop off are now mandatory, please ensure that you have one with you and put this on.**
- **All children and parents must be punctual on arrival and collection. Please enter through car park gates by our field.**
Children will not be allowed in at a later time.
Late collection may mean your child will be unable to attend.
- **If there is a reason why they cannot attend this must be reported by telephone by 8:30am daily.**
You do not need to wait to speak to admin team, press 1 to leave a message.
- **No toys or bags to be brought into school.**
- **One adult to accompany child to school and wait in social distancing line outlined by markers and signs. Entry to school site through car park gates and exit through main gates.**
- **All parents to adhere to social distancing rules, please do not gather by school gates.**
- **Keep close control of younger children, it will be enforced that they stay close to you.**
Where possible leave siblings at home with other parent.
- **Make sure the school has up to date contact details.**
*You **MUST** be contactable at all times and be ready to collect your children promptly if there is an illness or concern.*
- **The school office is closed, all communication must be given via school email or phone.**
The admin team will pass on messages promptly to teachers/SLT.
- **No parents to enter school building under any circumstances and leave site promptly after drop off.**



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It is important to reiterate that children should only attend school if they are well and are not displaying any symptoms of the Coronavirus – a cough, temperature or loss of taste or smell. Should they or any household or family members display any symptoms, the children should not come to school and the person with symptoms should be tested. Should your child become unwell at school, please note that you will be asked to come and collect them immediately and all other household members will need to be collected too. Your child will be able to return to school following a negative result. We ask that you provide evidence of their negative result before they return to school.

Please ensure that as responsible parents, you are adhering to government guidance relating to the National Lockdown. This includes remaining at home, other than leaving the house for exercise or to shop for necessities (ie food) You should only mix with those who you live with, they should only be within the same home as yourself. Following these rules will help to maintain as safe an environment as we can for all.

Our intention is that we will remain open to children of key workers and vulnerable children all the while that our staff remain well and are able to come to work. However, should large numbers of staff become ill, we might not be able to remain open.

We thank you for your continued support as we manage our way through this difficult time.

Yours sincerely

Mrs T A Manning
Headteacher