

32-34 Sydenham Road, Croydon, CR0 2EF

11 November 2020

Dear Parents or Carers

Re: COVID-19 Changes

In the light of COVID-19, we have had to make major changes in how we operate at the Saturday School. Keeping the pupils and the staff safe is our priority. Be advised that we at CSEP have put the strictest distancing measures, hygiene measures, cleaning measures, and health protection measures in place.

We have made major changes to the SCHOOL TIMETABLE.

- The Year group pupils 1, 2, 3, 4, 5 and 6 will begin their school day at 10.00 am and finish at 12.00 pm.
- The Year groups 7, 8 and 9 pupils who attend Science will begin their school day at 10.30 am and finish at 2.45 pm.
- The Year groups 7, 8 and 9 pupils who **do not** attend Science will begin their school day at 12.45 pm and finish at 2.45 pm.
- The Year 10 and 11 pupils will begin their school day at 12.30 pm and finish at 3.30 pm.

We have made major changes to our WORKING PROCEDURES to ensure we keep pupils and staff members safe in the light of COVID-19.

- You should ENSURE that each pupil is aware of the new start and end times
- You should ENSURE that each child has a mask that will be worn throughout the school day
- You are ADVISED to supply each child with a plastic water container should they need water
- You are ADVISED to prepare a packed lunch for the older pupils since the Tuck Shop will be closed until further notice
- When accompanying pupils to the Saturday School or collecting them, we will meet each parent at the Front Entrance of the building to sign each pupil in or out. You need not enter the building
- On entering the building, each pupil will use the hand sanitisers
- Each year group is allocated their own classroom that they will remain in and in their year groups bubbles to reduce contamination

Yours faithfully



Robin Walker
Education Officer