



**Artsmark
Silver Award**
Awarded by Arts
Council England

Inspiring Learning For A Positive Future

24 September 2020

Dear Parents & Carers

Timings & Guidelines for Dropping Off & Collecting Children – Class 4

All the COVID procedures and guidance we have in place in school are critical in ensuring we provide a safe environment for our children. Can I please remind parents/carers of the guidelines for dropping off and collecting your child from school:

- Keep to the drop off and pick up times
- Do not allow your child to be late
- Do not arrive late to pick up your child
- Do not gather in the school grounds
- Do not enter the school building
- Drop off/pick up and leave the premises swiftly
- Maintain 2m social distancing rules

Class Teacher	Mrs Robinson & Mrs Roberts
Class Number	Class 4
Monday to Thursday Times	9.00am until 3.15pm
Friday Times	9.00am until 1.15pm

Communication can be made via telephone: 01924 325308 or by emailing the school office office@diamondwoodacademy.co.uk.

Thank you for your support and co-operation.

Kind regards

S Titherington

Mrs S Titherington
Head of School



Diamond Wood Community Academy

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