**MARTIN PRIMARY SCHOOL**

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Headteacher: **Ziz Chater**

Deputy Headteacher: **Chantal Lust**

Assistant Headteacher: **Janine Waterman**

4th September 2020

Dear parents/carers

It was lovely to welcome all the children back to school this week and to see them return with happy smiles on their faces.

We have learned a lot from the past two days and have made adjustments to our procedures to ensure that we can all be as safe as possible. Thank you for your patience! Just a few reminders:

* please arrive at the school to drop off and collect your child **at the specified times** which are:
* Year 1: 8.50am to 3.20pm
* Year 2: 9.00am to 3.30pm
* Year 3: 9.10am to 3.40pm
* Year 4: 8.50am to 3.20pm
* Year 5: 9.00am to 3.30pm
* Year 6: 9.10am to 3.40pm

If you arrive early it can make it difficult for the group before you to access/leave the building and if you arrive late you will have missed your class and will need to drop off/collect your child from the school office.

* only one adult should drop off/collect each child
* please queue along the paths and observe social distancing
* once you have dropped off/collected your child please leave the area promptly to keep crowds to a minimum.

We would be grateful if all children could bring a box of tissues to school if you have not already done so.

As you know those children who have school meals are currently receiving cold lunches and we will review this after three weeks. If you decide to change your child from a school meal to a packed lunch from home, or vice versa, please ensure that you give the office at least **two weeks’ notice** to ensure that appropriate adjustments can be made to the catering arrangements.

We have had to make a few changes to staffing arrangements due to staff absence. Please be advised that for this half term, Hannah Paul, a teacher who worked with us last year, will be working in 4ZC every Friday and Barbara Martin will be working in 1JL every Tuesday.

Finally I am sad to report that two members of our staff, Liz Harrison and Fay Jenkins, have decided to retire and I know you will want to join me in thanking them for all their dedication and hard work. Liz has been at the school for eight years and Fay has been at the school for thirty years and we will miss them both very much.

I hope you have a lovely weekend.

Kind regards



Ziz Chater

**Headteacher**