



Moss Lane School  
Moss Lane  
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Surrey  
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**Headteacher**

**Mrs Victoria Abbott, BEd Hons, NPQH**

27-5-20

Dear Parent / Carer

As you have classed yourself as a Critical Worker we are able to provide a place for your child(ren) at Moss Lane School from Wednesday 3<sup>rd</sup> June 2020. Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup> are school INSET days and are critical for staff to prepare the building for the children's arrival.

At the school we will have 8 "bubbles" and your child has been allocated the **Owl** bubble. Your child's bubble leaders will be **Miss Cox & Mrs Cook** and they will be in the **Otters classroom**.

We have limited numbers of children allowed into school and for the integrity of each bubble we would expect your child to attend every day of the week and stay for a full school day.

**Drop off time is 9.15am and will be at the school carpark gate.**  
**Pick up time is 3.15pm and will be at the school carpark gate**

On Friday's school will finish at around 1.00pm and the afternoon will be spent having the school deep cleaned and prepared for the following week.

**Pick up time on Friday will be 1.10pm and will be at the school carpark gate.**

We would expect children to come into school each day in clean clothes therefore while school uniform is not required we would like them to wear a school jumper / polo shirt if possible.

Your child **should not** bring in any book bags / PE Kit / water bottles or other items from home. Everything your child needs will be provided in school.

Lunch will be provided by Innovate and will be a cold packed lunch. These are available to be ordered on the normal website from Monday 25<sup>th</sup> June and **MUST** be ordered by midnight the Saturday before. We would encourage you to order for the rest of the term in one go to avoid any errors as late orders will not be able to be accommodated. If you forget to order you will need to provide a lunch for your child for that week.

Your child will remain in their bubbles all day. Bubbles will not mix with one another and will remain totally separate including at play and lunchtimes. Plenty

of outside play has been scheduled into the day to ensure the children get a chance to be outside.

The school day will finish at XXX and your child can be collected from XXX gate. Attached is a document setting out in more detail how the safety of your children and our staff will be managed through the school day, and what would happen if your child, you, another family member or someone else within your child's bubble were to become ill.

Thank you for your patience and understanding whilst we work through these changing times.

If you have any questions please do not hesitate to contact us at [info@moss-lane.surrey.sch.uk](mailto:info@moss-lane.surrey.sch.uk)

Regards

A handwritten signature in black ink, appearing to read 'Victoria Abbott'.

Victoria Abbott  
Head teacher