



## Caston Church of England Primary Academy

Executive Headteacher: Mrs Sarah Disney

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2<sup>nd</sup> November 2020

Dear Parents/Carers

In light of the changing situation we find ourselves in, the following changes are to be made and added to the schools risk assessment.

- From Tuesday 3<sup>rd</sup> November - unless you are medically exempt all parents and teachers will need to wear a mask outside at drop off and pick up.
- Adults will not be wearing masks in class. They will only wear masks in school if they are administering first aid, providing intimate care or close contact work. This is subject to change should guidance change.
- With immediate effect - Please maintain social distancing rules in the playground and once you have dropped off or collected leave the school grounds promptly.
- With immediate effect - Children are not permitted to play on the school equipment before or after school.
- With immediate effect - If you need to speak with your child's class teacher and your conversation is likely to last more than 30 seconds then you will need to make an appointment for a phone call conversation or a virtual meeting. Please e-mail the office to arrange.

The schools risk assessment will be updated and published tomorrow.

Kind Regards

Sarah Disney

Executive Headteacher



Diocese of Norwich  
Education and  
Academies Trust

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