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Thursday 8<sup>th</sup> October 2020

## Parents on Site

Dear Parents / Carers

An increasing number of parents are bringing things to the school office during the day. It has always been the case at Larchwood that children need to arrive at school with everything they need for the day. It has also always been the case that if something has been left at home then the office will not accept it. Recently the number of items that parents are trying to bring in has increased and because morning arrangements have changed slightly we have accepted these items.

However, in the current climate with COVID-19 we are restricting the number of item that staff have to touch and the number of parents on site. It also prevents the office staff from getting on with other important work.

From Monday, anybody who does not have their packed lunch when they arrive at school will have a school dinner booked for them. If the child is entitled to free school meals or universal free school meals (Reception, Year 1 and Year 2) there will be no charge. If they are not entitled to a free meal, the cost of this will be put onto ParentPay. No lunchboxes will be accepted at the office after 8:45am so please do not attempt to bring any in.

All children should have their PE kit in school every day. On occasions these need to go home because children are wearing it in a club or have had to change into it during the day. It should then be returned to school the next day. No PE kits will be accepted at the office during the school day.

For football and cross-country club children should bring their own kit from home and will not normally be allowed to wear their PE kit as they may get muddy. These should be brought in by children in the morning. For all other sports clubs, PE kits can be worn. No football kits or cross-country club kits will be accepted through the office.

These are not new arrangements, but thank you for your understanding.

Mr S Bowsher  
Headteacher

