



**HEREFORDSHIRE COUNCIL**

**Wellington Primary School, Wellington, Hereford HR4 8AZ**

Telephone (01432) 830264

*Mr T Mamak: Executive Headteacher*

*Mrs J Keeble: Lead Teacher*

*Email: [admin@wellington.hereford.sch.uk](mailto:admin@wellington.hereford.sch.uk)*

Dear Parent/ Carer,

I hope that you have had a restful and enjoyable Christmas holiday and we look forward to seeing the children tomorrow as we are expecting to be open to all classes.

As we are returning to school at a time when Herefordshire had moved into Tier 3 and there is a more infectious COVID virus, it is very important that all members of our school community continue to follow the safety routines that we have introduced to protect our children, our families and our staff.

**Entry to school**

If you, your child or anyone in your family (your household) display any coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days or are a contact of a person who has had a positive test result for COVID-19, please do NOT enter the school premises.

The main symptoms are a new and persistent cough or high temperature or a loss of or change in normal sense of taste or smell.

Please inform the school office if you believe that your child or any member of your household has been exposed to coronavirus and please inform the school office of the results of a test.

If you have returned from a holiday abroad, please follow any quarantine requirements before returning to school

**Start of day and collection of children**

As the start and end of the day are key moments for infection control, it is essential that you follow the school's procedures and only attend at your allotted staggered times.

Please ensure that **only one adult accompanies their child when entering the school site**.

Please follow the one-way systems through the school site.

Parents and staff must not congregate at school gates or within school premises and should always maintain social distancing of at least 2 metres for themselves and their child.

**Meeting staff**

Parents and Carers are asked to NOT ENTER the school lobby to speak to school staff in the office or to any other school staff. If you need to speak to someone in the office, please call them on 01432 830 264 from outside first.

Parents and Carers cannot enter classrooms or any part of school premises from outside to speak to staff or for any other purpose.

Please try to avoid speaking to staff at the start and end of the day. Generally, if you have a message to pass on to your child's teacher or wish to discuss something, please call the school office on



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01432 830 264 and they will pass the message on.

Alternatively, please email the office at [sec@wellington.hereford.sch.uk](mailto:sec@wellington.hereford.sch.uk)

Staff will get back to you as soon as possible.

There may be an occasion when you need to speak to a member of staff rather than call or email but this should be for urgent matters and please wear your face covering when doing so, keep 2 metres distance and keep the conversation as brief as possible. Please do not be offended by staff asking you to follow these rules if a reminder is needed.

### **Face coverings**

Please wear face coverings (unless exempt) at all times when on the school site.

### **Request to collect a child during the day**

If your child develops symptoms of coronavirus at school, you will be contacted by the office and required to collect your child and any siblings immediately and are advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

### **Further Information**

The school's Risk Assessment is on the school website and is regularly reviewed and amended.

In case schools are required to close for all but key worker children, we will be sending out a form shortly to identify which children will be able to attend school if those circumstances arise.

I look forward to seeing you tomorrow.

Mrs J Keeble  
Acting Head of School



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