



Arrangements for Collection of Learning Packs

19th May 2020

Dear Parent/Guardian

I hope this letter finds you well, it has been great to speak with many of you over the last week. With no planned return to school looking likely before the end of the school year, staff have been putting plans in place for the final learning packs to be collected this week. These packs will cover the final 5 weeks of the academic year starting week beginning 25th May. Please remember that these activities are suggested learning and we fully understand that every Lough View family has a unique set of challenges to face during this difficult time, supporting your child's remote learning being one of them.

In order to make the collection of resources as safe as possible, I would ask that you read carefully the guidance below to ensure that we minimise any risk as much as possible. Staff will be on site throughout the day to help guide you and ensure that the guidelines are adhered to.

Resources are available to be collected at any time between 9am and 6pm on Thursday 21st May.

If you cannot make it to school at that time, please contact the school office between 9am and 12 noon on Thursday to inform us so we can make alternative arrangements.



1. Enter by car through the turning circle gate. Parking is not available at either Henry Jones or Castlereagh Presbyterian.
2. After parking, walk to the entry point and you will be directed towards the one-way system by a member of staff. If possible, please ensure that only one person from each family enters to collect the resources.
3. Upon arrival in the staff car park, tables for each Key Stage will be clearly labelled. Inform the staff member of your child's name and teacher and they will place your pack on the wall for you to collect.
4. Please exit the staff car park via the main gates and walk along the grass verge back to your car.
5. In light of restrictions being eased this week, another family may collect your child's learning pack on your behalf.

All of the above have been put in place in order to keep both you and our staff safe during this essential task so you will appreciate that there are no exceptions.

The ongoing support of the school community has been a great boost to myself and our staff through this challenging time and I thank you, in advance, for your co-operation on Thursday.

Please stay safe and well.

Regards

S Spillane

Principal