



GREENWOOD TREE  
ACADEMY TRUST

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17th July 2020

## Dear Year 4 Parents and Children,

We are really excited that you are able to come into Milborne school on **Wednesday 2nd September at 8.35am** for one last time and say goodbye properly. One this day, you will need to bring a packed lunch and water bottle. You can wear your leavers hoody and you can bring in your old school uniform if you want to get it signed.

The school will look different and there are systems in place to make sure that you and everyone else is as safe as they possibly can be.

- There will be no cars in the car park apart from staff.
- You will need to follow a one way system on foot from the pedestrian entrance on the left as you approach . This will be marked out for you to follow.
- You then queue if needed at the gate allowing 2 metres between you and the next person
- You say goodbye to your parents at the gate
- Miss Grimshaw will meet you and you walk around to the 'old Raccoons' 'class where you will be based for the day and where Mrs Pratt will be waiting for you
- Once in the classroom the teachers will explain about the toilets and the internal one way system in school.
- They will also talk to you about space and social distance
- The plan for the day will be shared with you
- At the end of the day you can leave with your parents. Please do so promptly.

### The Plan:

During the morning we will complete transition activities to help you get ready for your first day at Middle school the following day. We will practise some of the songs you have learnt during your time in Milborne school and watch your video Leavers assembly.

You will then have lunch and playtime. During this time you can sign your uniform if you wish.

At **1:30 pm** your parents will be invited into school too. At 1:45pm we will sing some of the songs we practised in the morning and there will be a short presentation. This will all happen

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on the playground if the weather is appropriate. After the presentation, you will have the chance to ring the Freedom Bell and read and sign your Year Books.

Your day will finish at **2.30pm -2.35pm** and we will then wish you good luck for the following day!

Your parents will be the first to pick up so you should have left the school site before the other children are collected. You should, therefore, be able to maintain a clear separation from the other groups.

Yours sincerely,

***Sent via eSchools mail***

Sharon Hunt