



# Gladstone Road Primary School

Wooler Street, Scarborough  
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Dear Parents/Carers,

## School Office Restrictions

Thank you so much for your continued support with everything. We've had a very festive week decorating our trees, showing off our festive jumpers and receiving a very special visit from Santa himself. A huge thank you to the 'Friends of Gladstone Road' for funding all of this for us.

Obviously, we were sad that we had one confirmed case in school last week, resulting in some children needing to isolate. The positive is that this is the only case we have had so far, which we are very proud of and is testament to the dedication of us all to remain safe. Our children at home are engaging so well with the online 'live' lessons and I send a huge thank you to parents for the support you are providing with this.

We are always reviewing our procedures and identifying risks in school. We have noticed that there has been an increase in parents/carers coming into the school offices, especially at the start and end of the school day. To keep our office teams as safe as we can, please could I ask that:

- You only visit the offices if there is no alternative. You are able to ring with any queries or to inform them of a change to collection arrangements. Alternatively, you can text your message to the school text number (07520 634751) or send an email, which the office check constantly.
- Seek help outside - Lots of staff are outside and able to help with most things. Outside of course, they can maintain a safe distance and the risk of cross infection is minimised.
- You keep up to date with the school week by checking the weekly timetable, which is on our school website <http://gladstoneroadschool.co.uk/timetable/> We have lots of visits to the offices with questions about which day is PE for example. This will hopefully reduce the need for you to have to come back to school to drop forgotten PE kits etc.

If you have no alternative but to come to an office, please wear your facemask, respect the 2 metre distance rule from other people that may be in at that time and be aware that I have asked the team to keep their window closed for additional protection.

I know I can rely on your support with this in our quest to remain open and safe. We would all be lost without the school office team if they had to isolate, now more than ever.

Have a great weekend.  
Very best wishes

Mr Garry Johnson  
Head teacher

