



London Borough of Havering
ENGAYNE PRIMARY SCHOOL

Mrs S Sankey: Headteacher
01708 223492

Dear Parent/Carer

Procedures for Key worker / vulnerable children from Monday

Come into school via the school office only - adults please don't come in with your children.

A register will be called at the gate.

Children should only come in if it has been agreed with SLT eg vulnerable or the key worker form

Breakfast club is available but only if you normally use it. VIA the school office
7:45am start

Your child will need to state if they are having school dinner or packed lunch. There is a reduced menu via Havering catering

Medicines need to be in school if they are required.

The school day will be 8:45 drop off/ 3:10 pick up for all. Pick up will be from blue pen KS2 playground for all children.

Children will need to come in wearing uniform

They will need PE kit / also bring in swimming kit and old clothes which can be left in school

They will need snack/ water bottle as all fruit and milk orders are cancelled.

Your child will be taken care of by any Engayne teacher/ support staff due to a rota taking place/ managing staff illness.

Abacus is a separate company so please communicate with them directly.

Regards

Mrs Sankey