



Willow Lane Community Primary School

Willow Lane
Lancaster
LA1 5PR

Telephone 01524 65880

E-mail head@willow.lancs.sch.uk

Website: www.willow.lancs.sch.uk

Headteacher: Mel MacKinnon

Dear mums, dads and carers of children in Year 6,

RE: Leavers' Assembly

This Friday, 16th July, will be your child's last day at our school. This is an important occasion in a child's education and our staff have designed an approach which is in line with government guidance and can be followed safely in our school.

- Year 6 parents will be texted about the assembly. Parents will need to text back with the name of the 1 adult per family. This will keep the number in the audience to a maximum of 30.
- A register will be collated from these texts. School have an obligation to identify close contacts should there be a positive case at the event.
- If you are involved in taking regular rapid tests then please continue to do so.
- If you have tested positive or are showing symptoms of Covid-19 then you must not attend.
- The assembly will be at 9:15 on Friday 16th July and will be held on the school field.
- Parents will walk around to the field and seating will already be put out at over 2 metres apart.
- During the assembly, the audience and the school group (children and staff) will remain apart.
- After the assembly, parents will leave the field socially distancing around the side of the building. Chairs etc will be cleaned by school staff.

On the last day of term, children would normally wear a short and have it signed by friends and staff. Alternative approaches have been arranged this year to ensure distance is being maintained with children having a poster each to sign.

Thank you for your continued support through these challenging times and we look forward to seeing some of you on Friday.

Mel MacKinnon

Mel MacKinnon
HEADTEACHER

