



28<sup>th</sup> April 2023

Dear Parents/Carers,

**St. Joseph's Polling Station, Thursday 4<sup>th</sup> May**

On Thursday 4th May, St. Joseph's School has been designated by Durham County Council to be a polling station to the public, this is a compulsory requirement from the council. Please be assured that the access areas for the children and public are completely separate and the public have no access into school where the children will be learning.

There will however be a slight change to drop off and pick up on this day.

Pupil access:

**Morning Drop Off:**

On the morning, drop off will be via the main Reception entrance; If your child arrives between 9am - 9.15am they will not be recorded as late.

**Afternoon Collection:**

3.05pm collection for EYFS/ KS1 (if your child is in class Matthew or class Mark) from the main entrance.

3.15pm collection for KS2 (Class Luke and John) from the main entrance.

We will have staff facilitating the entrance and exit for children to enter and exit promptly and safely on this day.

We are putting in place these procedures to ensure that school can remain open, so that the children do not lose any crucial learning time.

For information, the public access will be from the visitors car park into the chapel. The chapel will be locked and the security shutter secured from inside school so that pupils cannot access. The outside inner gate will be locked from the school yard so there is no access to the school grounds from the public entrance. The corridor exit door leading to outside from school will be locked and secured so members of the public cannot get into school and children are unable to open this. We have had a full risk assessment undertaken from Durham County Council to ensure school is safe to remain open.

Please do not hesitate to contact the school office if you have any questions.

Yours sincerely,

The School Office.