



Monday 31<sup>st</sup> August 2020

### Reminder/Summary of Procedures for September

Dear Parent/Carer

We are very much looking forward to welcoming our wonderful children back to school on **Thursday 3<sup>rd</sup> September.**

Further to my previous letters, I am writing to you to summarise the arrangements for before and after school and some important reminders about our safety measures.

#### START OF THE SCHOOL DAY

- Children from Reception to Year 6 will all continue to start their day at 8:55am
- Senior members of staff and our pastoral team will be on duty at the school gate and in the playground to supervise and ensure that children are safe
- One parent only may enter the gate with a child/children, but only if this is strictly necessary, for example those with our youngest children or new starters
- Children will be directed to clearly signed lining up areas, where their teachers will welcome them. There will be clear signage to show which zones parents must not enter
- **Parents must not congregate in the yard or at the school gates at any time**
- Unfortunately, parents will be unable to enter the school building at any time and must contact the school office via telephone or e-mail with any queries.
- **Parents will be unable to speak to staff at the doors before or after school. Please contact the school office by telephone or email with any issues and the member of staff will contact you as appropriate**
- Being on time is absolutely crucial to keep everybody safe. Once children have entered the building, they are in secure bubbles and it will not be possible for children who are late to enter the building.
- *Any parent who arrives late with a child will be allocated a safe time to return to school later in the day.*

#### END OF THE SCHOOL DAY

- In order to limit the number of people on the playground and for the safety of parents entering the school gate, we have a staggered end to the school day
- Reception, Year 1 and Year 2- 3pm
- Year 3, Year 4, Year 5 and Year 6- 3:15pm
- **Again, parents must not congregate in the yard or at the school gates at any time and only one parent per family is allowed at pick up times**

#### NURSERY

- Session times for Nursery are unaffected. Morning Nursery is 8:30am to 11:30am and Afternoon Nursery is 12:15pm to 3:15pm. Parents should drop off and pick up at the Nursery door as usual.

#### BREAKFAST CLUB AND AFTER SCHOOL CLUBS

- Unfortunately, we will not be able to operate Breakfast Club when we return. Children must be kept in Year group bubbles and must not mix with children from other Year groups. This therefore makes the running of our Breakfast club impossible at the moment. This will be kept under review and may change in line with local and national guidance as the term progresses.
- Some Afterschool sports, music and language clubs will be able to take place as these will be for individual year groups. Children will take home permission letters if they are eligible to attend.

#### UNIFORM & EQUIPMENT

- In September all pupils will be required to wear their full school uniform. Children are required to bring a refillable water bottle that must be labelled with their name. Please ensure that pupils only bring a small bag to school if this is really necessary, for example if they are bringing a packed lunch or their PE kit. Pupils are unable to bring pencil cases, equipment or any other personal belongings to school apart from their packed lunch boxes and coats. All pupils will be provided with their own pencil case and stationary which will not be shared with any other pupils.
- Children are unable to bring mobile phones to school under any circumstance.
- We advise that all children, including Year Six pupils, are brought to and collected from school by an adult until further notice.

Children will be kept within year group 'bubbles'. These bubbles will be kept completely separate from each other at all times. Within their year group, children will be able to have a 'normal' school experience, with a full, challenging and engaging curriculum. They will be able to interact with their friends and teachers and benefit from the social and emotional experience of school once again.

Some important things we will continue to do at the start of term are:

- Washing our hands regularly.
- Keeping our children in secure bubbles
- Promoting the catch it, bin it, kill it respiratory hygiene measures.
- Stopping all non-essential visitors to school.
- Having separate playtimes and staggering lunchtimes to stop classes mixing together.
- Rearranging our classrooms so that pupils are not facing each other in KS1 and KS2.
- Giving each child their own individual equipment.
- Keeping the one way systems around school.
- Having cleaning staff working throughout the day to ensure our toilets and other shared areas are cleaned frequently throughout the day.
- Following strict guidelines around reporting symptoms of Covid-19.

Please be reassured that we have put all necessary measures in place to welcome our children back to school and we cannot wait to see them all again on Thursday. Things may look a little different at first, but the whole staff are committed to ensuring our children are safe happy and enjoying their learning.

Thank you for your continued support and patience.

Kindest Regards

Mr David Potter  
Head Teacher