

27th August 2020

Dear Parents and Carers,

I trust you have all had a very happy and restful summer and are staying fit and well.

As I mention in my 'Arrangements for September' letter at the end of last term, I would write to you this week to remind you of procedures for the start of the year and to give you any updated changes.

We as a school and staff are so looking forward to having everyone back. Please do reassure your children that we are trying to keep as many of our routines as they normally are. Staff will still be their lovely caring selves and as usual there will be a focus in the early weeks of term of getting to know each other and settling into their new classes. Please do re-watch the 'meet your new teacher' videos to help your children with the transition into a new school year.

There are two INSET days for staff (Tuesday 1st September and Wednesday 2nd September) and school opens for children for the Autumn Term from Thursday 3rd September. As the majority of KS 2 have not been into school for a long while we are having a staggered start so you as parents and the children can adjust to the necessary changes to keep everyone safe.

Thursday 3 rd September	Year 3 and Year 6
Friday 4 th September	Year 4 and Year 5
Monday 7 th September	Year 1 and Year 2
Monday 15 th September/ Tuesday 16 th September	Year R

Staggered start/end of day

We will continue with our staggered start and end of the day as recommended by the government guidance, but the timings of these have been slightly adjusted. We continue to have four streams and four entrances for drop off and pick up to avoid congestion in the lane. Those parents who have been doing this since June have been amazingly punctual and this has worked extremely well so thank you!

	Stream A	Stream B	Stream C	Stream D
Start of Day	8.30	8.40	8.50	9.00
Victorian Entrance	Elm	Juniper	Lime	Cedar
Pupil Entrance	Hazel	Beech	Hawthorn (using outside classroom door)	Willow
Atrium Gates/ Outside classroom door	Maple	Sycamore	Chestnut	Rowan
Yr R field gates	Ash	Oak		
End of Day	3.05	3.15	3.25	3.35

If you have more than one child at school, then **the younger child's stream determines the arrival/end of day time** for your other child/ren. Their class teacher will be in the class ready to greet them and will help them to settle to work. If your child is going to Breakfast Club, they too will go to their class at 8.30am.

The children will then follow a staggered timetable through the day, including breaks and lunch but they will be able to mix with children from the other class in their year group when outside. They will eat their lunch in the classroom to avoid mixing with other 'bubbles' and will play outside in year groups.

Parents are not to enter the school grounds and children will be greeted by a member of staff at their gate. You can give a message to them to pass on to their class teacher or contact their teacher via e mail through the school office. If you need to speak to someone in the office you will need to make an appointment via phone or email. Initially staff will be positioned in the lane to give further guidance. We will place social distancing guidance markers in the school lane but it is up to parents' parental responsibility to enforce social distancing outside the school grounds including within the lane.

Please can you support us in reinforcing social distancing on the way to and from school, by arriving at the correct time to drop off and collect your children and not waiting in the lane to speak to others and only 1 parent/carer to escort a child to school if they are unable to walk to school on their own.

School Uniform

The wearing of full school uniform will resume and this can be summer uniform until half term. However children will wear PE kit for the full day on PE days and we will confirm this timetable for you in the first week. The children will need to wear normal uniform every day until we confirm this timetable with you.

Equipment

Currently we will be providing all equipment for the children and we do not want KS 2 children to bring a pencil case. They will only need to have a water bottle, a fruit/veg snack (optional) and their lunch box (if they don't have a school dinner).

Self Isolating due to travelling abroad and attendance

The government expectation is that all children will be in school and attendance will be monitored by the Education Welfare Team from the start of term. However if you have been abroad and have had to self isolate for two weeks and this continues into the start of term, you must notify the school office and inform them of the expected return date for your child. This self isolating **must** be adhered to in order to keep all of our staff and children safe.

Health and Safety

- Handwashing is still of the utmost importance and the children will be washing/sanitising their hands regularly through the day.
- They will wash their hands on arrival, before and after breaks, before and after food and at the end of the school day. Hand sanitiser will be used when handwashing is not possible.
- Each classroom will have a soap dispenser and hand towel dispenser for hand washing
- Where possible, classrooms will be well ventilated and doors propped open where safe to do so, but with a consideration to fire safety and safeguarding. This is to limit the use of door handles and to aid ventilation.
- Bins will have lids and will be emptied regularly.
- Posters are up throughout the school encouraging good hygiene practises.
- Children will be reminded of the “Catch it, bin it, kill it” phrase and will receive reminder lessons about the importance of good hygiene.
- The children will continue to be encouraged to socially distance and will be in a class ‘bubble’ inside and a year group ‘bubble’ when playing outside.
- They will sit in an allocated place at desks (of 2) facing the front of the room.

This is the protocol for the start of term, but it is highly likely we will make adjustments due to the ever changing government guidance, at national and local levels.

We are so looking forward to having all of the children back into school in the next week or so and thank you for your continued support.

With best wishes



Mrs A Alden