



Dear Parents/ Carers,

We are looking forward to your children returning to school with us on Monday 7th September. There is a more detailed document available on the website but I have tried to condense the important information here for you to support with the return. In the meantime if you have any questions or queries then please contact the school office preferably by email and if not by phone. Please note that the office will be attending training on the 2nd September so will not be available on this day.

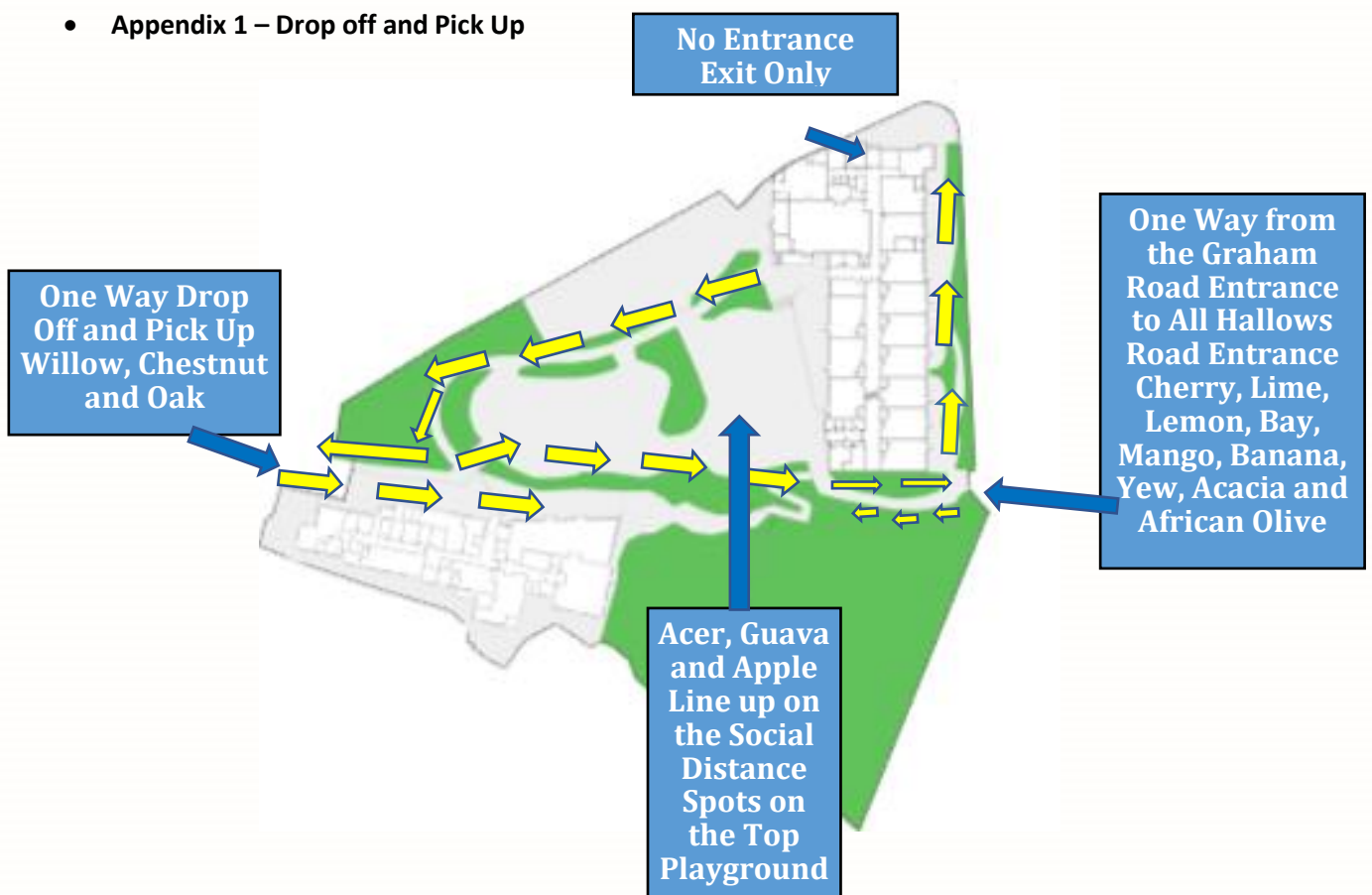
Your sincerely,
Lynsey Prewett
Principal

Organisation

- All pupils will return to school on Monday 7th September.
- Whole year groups will be considered a 'bubble'. This will allow cover and support within the year groups to happen and also allow for year group interventions where needed.
- Staggered starts and ends of the school day will ensure we have all pupils in safely (See below). There will be a team of staff around the site to support parents to follow the correct routes.
- Staggered breaks and lunch times will also be in place, no hot food will be served but a school packed lunch can be ordered and paid for via parentpay – this will be available for free for all children in YR, Y1 and Y2 and for those children in KS2 who are entitled to a free school meal. Lunches will be eaten in classrooms except for YR who will eat in the school hall. Children will be allowed to play together within their year group bubble.
- One-way systems are already established outside and will be established in all corridors and stairwells to ensure that bubbles and groups of pupils are separated.
- Breakfast club and After School Club will restart on the 14th September. Number of pupils will be limited to working parents only, both clubs will take place in the hall and children will be kept in their year group bubbles. To have one time period they have to be in by, no entrance after 8:20am. Food will be available to children who come into school hungry by way of healthy breakfast snacks stored in classes.
- On days when your child has PE/ Forest Schools they will need to come to school in School PE Kit.
- Extra-Curricular sports/ clubs – will restart as whole year group clubs during Term 1.
- Times for children to enter and leave the school will be staggered. A one-way system has been set up. Children should only be accompanied by **one** parent if possible. They will follow the white or yellow arrows which are 2 metres apart. Parents will be encouraged to drop their children at the respective class and then to leave site as soon as possible.

- Parents will be asked to call or email the school office if they have any enquiries. No parent will be allowed to come into the office area un-invited so that unnecessary queues or congestion is avoided.
- At the end of the day, it will be similar to the start of the day. Children will be ready to leave the class as soon as their parents arrive to avoid congestion. The one way system must be followed.
- Children must have their own labelled water bottle that can remain in school as we are not able to open water fountains and use cups in classes. We will be able to send books home for children to read but we do ask that the children have a bag that all of their things can be put in and that the amount of things going between home and school is kept to a minimum.
- Medication will need to be returned to school. Please fill out the medical form and return with the medication – we cannot administer medication without the form.
- Children will clean their hands on arrival, before and after eating, and after sneezing or coughing. They will be encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). This will be the main way of keeping everybody safe. Teachers and staff will need to enforce this daily and not let routines slip. To help, we will encourage children to learn and practise these habits through games, songs and repetition.

- **Appendix 1 – Drop off and Pick Up**



PLEASE FOLLOW THE ONE WAY SYSTEM AND MAKE SURE THAT YOU ARE PATIENT AND SOCIALLY DISTANCE WHILST WAITING.

Drop off 8:30am – 8:40am

Pick Up 2.50pm – 3.00pm

Chestnut: to enter through the Reception Gate and straight into class.

Oak: to enter through the Reception Gate and straight into class.

Lime: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Cherry Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Mango Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Banana Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Acacia Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit. (Children should be enter independently)

African Olive Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit. (Children should be able to enter independently)

Drop off 8:40am – 8.50am

Pick Up 3pm – 3.10pm

Lemon: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Bay: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Yew Tree: to enter through the Graham Road entrance and to carry on through to the All Hallows Road Exit.

Apple Tree: to line up on the spots on the Top Playground and the class teacher will call up the children.

Guava Tree: to line up on the spots on the Top Playground and the class teacher will call up the children.

Acer Tree: to line up on the spots on the Top Playground and the class teacher will call up the children.

Where a family has siblings (brothers or sisters) they are to drop off and pick up at the earliest time following the one way system.

PLEASE MAKE SURE YOU ARE ON TIME - All Doors will close at 9am and entrance will then be through the main school office – children only will be allowed to enter.





