

27th August 2020

Dear Parents and Carers,

I hope you have had a good summer and you and your family have kept safe and well. We have been working hard to prepare the school site so that it is as safe as it can be and have been planning a high quality curriculum so that it meets pupil's needs in the light of their absence from school for such a prolonged period. This will include provision for any anxieties they may have on returning to school.

I am now in a position to write to you about the new academic year. The term starts for children in Year 1-6 on Monday 7th September, for Reception children from Thursday 10th September and for Nursery children from Monday 14th September.

There are a number of changes that you need to be made aware of. As well as the information in this letter, I have attached a summary of **Frequently Asked Questions (FAQ) for Parents and Carers** and a summary sheet of **Parent Safety Instructions** that you must familiarise yourselves with before children start back and which I hope you will find helpful.

One of the important changes for you will be the slight alterations we have had to make in relation to drop off and collection times. These changes do not affect over all learning time for children. Please see the table below:

Year Group	Day Starts	Day Ends
Nursery am	9.00 am – children will be collected by staff from the Nursery gates.	12.00 noon Parents and Carers to wait at the Nursery gates.
Nursery pm	12.30 pm - children will be collected from the Nursery gates. GATES WILL BE LOCKED PROMPTLY AT 12.40 PM – LATE ARRIVALS WILL NEED TO GO TO THE MAIN OFFICE	3.30 pm Parents and Carers to wait at the Nursery gates.
Reception classes	8.55 am – children <u>not</u> to line up. To go straight into their classes from the KS1 playground. Parents and Carers not to enter classrooms.	2.45 pm Parents and Carers to wait at the Reception classes gates.
Year 1 classes	8.55 am – children to line up in the KS1 playground. Parents and Carers to try and keep at least 2 metre distance from each other and staff.	3.00 pm Parents and Carers to wait in the designated class zone (1 Blue from main infant building door, 1 Lime from exit under the fire escape) in the KS1 playground to collect their children and try and keep at least 2 metre distance from each other and staff.

Year Group	Day Starts	Day Ends
Year 2 classes	9.05 am – 2 Red line up in the KS1 playground. Parents and Carers to try and keep at least 2 metre distance from each other and staff. 2 Indigo to go straight into their classroom from the KS1 playground. Parents and Carers not to enter the building and keep at least 2 metre distance from each other and staff.	3.15 pm 2 Red Parents and Carers to collect from KS1 playground (under the walk way when children will be dismissed one by one) Parents and Carers to keep at least 2 metre distance from each other and staff. 2 Indigo Parents and Carers to wait in the KS1 playground, outside the 2 Indigo fenced area. Try to keep 2 metres distance from each other and staff.
Year 3 and 4 classes	8.55 am Classes line up in the zones that the playground is split into. No parents and carers to enter the playground. Gates will not open until 8.55 am.	3.00 pm - Parents and Carers to wait outside the KS2 gates, trying to keep 2 metres apart from each other and children will be dismissed by staff.
Year 5 and 6 classes	9.05 am - Classes line up in the zones that the playground is split into. No parents and carers to enter the playground. Gates will not open until 8.55 am.	3.15 pm - Parents and Carers to wait at the KS2 gate, trying to keep 2 metres apart from each other and children will be dismissed by staff.

- If you have children who need collecting from both playgrounds please make sure that you collect younger children first before going to the KS2 gates.
- Please arrive and leave promptly to avoid there being too many parents and carers gathering in one place.
- For your own safety and the safety of others it is essential that whilst waiting at collection points you observe social distancing. There are markings at entrances to help you with this.

We will continue to ask that children wear their school uniform to school and that you ensure it is regularly cleaned. I understand that some of you may experience difficulties in supplying full uniform and I only ask that you do your best. We will not require children to have uniform with the school logo at present.

We will be ensuring that children have as much opportunity for physical exercise as possible. This includes the Daily Mile and more frequent P.E. lessons. At the moment and certainly for the first half term **CHILDREN DO NOT NEED TO BRING A P.E. KIT TO CHANGE INTO.**

The other significant change you will experience is that in order to reduce the need for Parents and Carers to come on to the school premises and to reduce the risk of transmission that comes with handling money, we will no longer be accepting cash payments. You will find a letter with further details and guidance from Mr Igbokwe on how to make payments electronically, on our school website.

I appreciate that some of the changes we have had to make may cause you some inconvenience but hope that you understand that we have been required to make these in line with government guidelines. It is also important to note that things may change at short notice and the school may need to act very quickly to meet changing circumstances and new demands.

Please do make the time to read all of the information you receive today – it is all very important.

We are looking forward to welcoming everyone back and hope that whilst children will experience some changes, it will be a very positive start to the new academic year.

Thank you as always for your continuing support.

Yours sincerely,



Hina Shah
Headteacher.