
Arrangements for September 2020 Full Opening of School

Dear parents and carers,

Once again I would like to thank you all for the continued support you have shown through these unprecedented times during school closure.

We are looking forward to having all of our children back in September. Children will return on **Wednesday 2nd September** (Please see details of times below). I understand that parents/carers may feel anxious about this; however, I would like to reassure you that we have followed all the government guidelines when risk assessing and planning our approach to full opening, as well as prioritising the safety of all our pupils, families and staff. This letter gives further guidance of the arrangements we intend to implement in September.

Entering and Exiting the Site.



We now have a **one-way system** for entering and exiting the school site. Anyone entering the site will need to enter via the main top gate on **Underhill Lane** follow the path down onto site and walk around, exiting via the **carpark gate exit**.

The number of people entering the school site will need to be minimised. Parents should phone or email as they will not be allowed to enter the office area or hold conversations with staff at the school gate.

Class drop off and collection times.

As suggested in the guidance, we have implemented a staggered start and finish time for each class, whilst ensuring each class gets equal teaching time. This will aim to minimise the crossover of class groups.



Only one adult will be allowed on the school site for each family when dropping off or collecting children at school.

All parents must maintain 2 metre social distancing from others on site.

Please see the table below for details of the time and which gate your child's year group will enter in. The senior leadership team will be present on all entrance gates daily.

Monday – Thursday			
Year Group	Drop off time	Pick up time	Pick up Point
Terrific for Twos	8.30am	11.30am	EYFS Gate
Nursery	8.30am	11.30am	EYFS Gate
Year 6	8.35am	2.55pm	Upper KS2 Gate
Year 1	8.40am	2.55pm	KS1 Gate
Reception	8.45am	3.00pm	EYFS Gate
Year 3	8.50am	3.05pm	KS1 Gate
Year 5 J	8.55am	3.10pm	Upper KS2 Gate
Year 5 T	8.55am	3.10pm	EYFS Gate
Year 2	9.00am	3.15pm	KS1 Gate
Year 4	9.05am	3.20pm	Drop-off: EYFS Gate Collection: Library exit



If you have children in different year groups, you will need to bring all the children in your family that attend our school at the same time, this should be at the earliest time specified above that one of your children should be dropped off. All children within your family will be collected at the earliest collection time as above.

It is essential that you make sure your child arrives at school on time and are collected at their specified times. If there is an urgent/unavoidable reason that you will be late, please call the front office to notify us prior to the specified time.

During the School Day



All children will need to wear full school uniform, as specified on the meet the teacher slides, every day to school. The only belongings children will be able to bring to school will be a coat, glasses (if required) and a small lunch box.



All children will be provided with their own stationary equipment in school, so will not need to bring any from home.



All children will be asked to wash their hands regularly during the school day. We will **not** allow children to use or bring hand sanitiser in school.



We have done our utmost to plan that year groups will not mix during the school day.



Break and Lunchtimes will be staggered. Each class will be given designated times on the playground and an allocated time to eat in the hall.

The layout of 2 classrooms are in line with government guidelines, with tables arranged in rows.

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Miss E Pritchett



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Absence

- It is essential that you inform us of the reasons for your child's absence on the day they are absent.
- You must ensure that all contact details school hold are up to date. Parents/carers must inform us of any changes immediately.

Please be aware these plans may be subject to change, in the event of any new guidance published from the Government.

Yours sincerely

Miss Pritchett
Head of School