



Stratford Road, Ash Vale, Surrey GU12 5PX
E info@hollylodge.kite.academy
www.hollylodgeprimary.co.uk
T 01252 548 390
Mrs C Dancer BA (Hons) QTS

14th July 2020

Dear Parents and Carers

Information for Parents of Y1-6 Children returning to school in September

We are looking forward to welcoming all children back to school in September. Please do watch the teacher powerpoints sent out to help your child get to know their new teacher. Children in **years 2-6** will be in **class sized bubbles in the classroom** and will be in **year group bubbles** on the playground. **Year R and Year 1 will be in year group bubbles both inside and outside.** We will be reminding children continually about the importance of handwashing and infection control to maintain our safe school environment.

We understand that both parents and children may be anxious to begin with. For the first two days, on Thursday 3rd and Friday 4th September, the children will only be in school during the morning and will go home at the end of lunch. This is to help ease them in gradually – with a full return to school from Monday 7th September. The teachers will help the children to feel comfortable, address concerns and help to build resilience, as they settle back into school. We will focus on building relationships, acknowledging anxieties and creating a sense of belonging. We will rebuild our sense of community, celebrating what children have achieved and share positive experiences. We want to ensure our pupils feel comfortable with all the new arrangements. We will give children the time and space needed to adjust. Please do speak to your child's teacher if you have any concerns, particularly where children may have experienced loss over the time of lockdown.

Attached, you will find more information for September together with the new staggered timings and changed details of drop off and collection. These plans will be reviewed as necessary and are all subject to updated guidance from the Government.

We are very much looking forward to welcoming all children back in September. Thank you for your continued support. If you do have any queries, please contact the school office.

Kind regards,

Mrs C. Dancer
Academy Head



Practical arrangements for the re-opening of school from September

Arrivals and departure - staggered times

Please do not arrive more than 10 minutes before your start or finish time.

- Only one parent may drop off a child.
- Please observe social distancing and **leave the premises as soon as you have dropped off or picked up your child**. It is important that our families drop off or pick up promptly due to the next bubbles arriving or departing. (The only exception is if you are waiting for an older sibling)
- Older siblings in years 3-6 may arrive at the same time as siblings in Year 1 and 2. They should walk straight round to their classroom independently. If you are waiting for an older sibling at pick up, please wait on the playground –observing social distancing.
- If you are a working parent and need support with staggered times, please do speak to your child’s teacher. We will try to find ways to support you. All children should be picked up by 3.15pm. Please book sessions at our after school club if you need childcare after this time.
- There is no access to the school building to parents. Please phone or email the office if you need to speak to anyone. (The office will be open 8.30am – 3.30pm)
- Enter on foot via the drive-through entrance. Turn right and go to the main school gates.
- Please observe the one-way system at the main gate and into the school grounds. Exit via the drive-through exit gate.
- Please note that the gates to Carrington Lane will not be unlocked, as there is not enough room for passing both ways safely.
- **There is no parking for parents onsite.** (The drive-through gates are being used for parents and pupils to enter/leave on foot)

In order to maintain social distancing, and to allow safe entry and departure of pupils, it is very important that you adhere to these timings. Please allow 1m+ social distancing in line with current Government guidelines.

Back to school – first week back

<u>Monday 31st</u> <u>August</u>	<u>Tuesday 1st</u> <u>September</u>	<u>Wednesday 2nd</u> <u>September</u>	<u>Thursday 3rd</u> <u>September</u>	<u>Friday 4th</u> <u>September</u>
Bank Holiday	INSET	INSET	Years 1-6 in morning + stay for lunch.	Year 1-6 in morning + stay for lunch.
			Finish time Y1/2 1.00pm Y3/4 1.10pm Y5/6 1.15pm	Finish time Y1/2 1.00pm Y3/4 1.10pm Y5/6 1.15pm

Timings - 7th September onwards

	Arrive	Leave
Reception (times from 16 th September)	9.00am (y6 playground)	2.45pm (Friday: 12.45) (Y6 playground)
Year 1 and 2 (times from 7 th September)	8.30am (queue with 1 parent on y1/2 playground)	3.00pm (Parent queue on 1/2 playground) <i>Friday 1.00pm</i>
Year 3 and 4 (times from 7 th September)	8.45am Kiss and drop at gate. Children walk straight round to class – no need to queue.	3.10pm (Parent queue on y3/4 playground) Friday: 1.10
Year 5 and 6 (times from 7 th September)	8.50am Kiss and drop at gate. Children walk straight round to class – no need to queue.	3.15pm Friday 1.15 (Parents wait in drop off area – children will wait by gates).
Fridays: school closes at lunchtime – please note pick up times above – for working parents who have booked childcare – Friday pick up: 3.15pm all year groups.		
There is no vehicular access to school. Parents and children should enter school via the vehicle access gate and proceed to main entrance – observing social distancing.		

In order to maintain social distancing, and to allow safe entry and departure of pupils, it is very important that you adhere to these timings. Please allow 1m+ social distancing in line with current Government guidelines

What to bring

- A clearly named water bottle
- A clearly named packed lunch (if not having a hot school meal)
- A snack – **fruit/vegetables or breadsticks only** (we are awaiting confirmation for when the Government fruit scheme for Infant pupils will resume)
- A named sun hat or waterproof coat as appropriate. Children are spending a lot of time outdoors. Sun cream should be applied before school.
- Any school library or reading scheme books to be returned in the red boxes

SCHOOL BAGS, PE KITS, PENCIL CASES OR OTHER EQUIPMENT SHOULD NOT BE BROUGHT TO SCHOOL. WE WILL REVIEW THIS AFTER THE FIRST TWO WEEKS. (PLEASE NOTE THIS IS A CHANGE OF ARRANGEMENTS FROM THE POWERPOINT INFORMATION SENT OUT TO YEAR GROUPS)

Uniform

Uniform helps to give children a sense of identity. Please ensure that children are wearing the correct uniform. It is obviously essential that items are clearly labelled, especially school uniform sweatshirts. Children should wear trainers if they wish, not school shoes. This avoids bringing additional items in school, whilst still allowing them to take part in physical exercise. Coats (if worn) should be brought into the classroom and kept on each child's chair or in the cloakroom. Children will be advised.

Weather appropriate

Please ensure your child is dressed appropriately for the weather. We will be outside as much as possible. Sun cream should be applied before coming to school and all children should have sun hats. If it is chilly or raining, please ensure your child has a jumper/waterproof coat.

Lunch

Children may bring in a packed lunch from home or order a school dinner. Hot "takeaway" lunches will be provided by the kitchen (menu available on the website). Pupils will continue to inform their teacher of their meal choice during morning registration. Please pay for lunches as usual online via your child's Scopay account. For children in school who are entitled to FSM, lunch will be provided at school. Please do contact the office if you wish to check your child's eligibility for free school meals, especially if your circumstances have changed. This could be worth in excess of £400 to you for each child over a year. Children should bring a water bottle to school and take it home each day for thorough washing at home.

Snacks

We are expecting the Coolmilk milk scheme for pupils will restart in September. We are awaiting confirmation for when the Government fruit scheme for Infant pupils will resume. If your child wishes to bring in a break time snack from home, they may bring in fruit/vegetables or breadsticks. This should be packed separately from their packed lunch and clearly named. Please ensure that no nuts or products containing nuts are included in snacks or packed lunches.

Equipment

Children must bring a named water bottle to school and a lunch box if they are having a packed lunch. **Please do not bring in rucksacks, book bags or PE bags. No other equipment may be brought from home for use in school.** (This will be reviewed after two weeks). Children may bring in library or reading scheme books to return, and there are red boxes to deposit these. These will then be sealed and stored and will not go straight back into stock.

Attendance

No one with Covid-19 symptoms should attend school for any reason. You are expected to notify school in the normal way if your child is unable to attend, as all non-attendance will be followed up. The Government expect all children to attend school from September. We are unable to authorise holidays in term time. If your child displays any symptoms of Covid, you will need to arrange for them to be tested. They may return to school once they have received a negative test. Parents will be informed if there is a positive Covid test in their child's bubble, and it may be necessary to close the bubble at short notice.

Children should not attend with any colds or other illnesses, as illness could be transmitted to adults who work within the class bubble, as well as other pupils. If a staff member becomes unwell and needs to be off sick, it may be necessary to close the bubble at short notice. If we have concerns that a child is unwell at school, we will ask parents to come and collect them.

First Aid and Medication

All classes carry a simple first aid kit to deal with minor issues. If your child needs further support following an accident or is unwell, the office staff will look after them and parents will be contacted. Existing medication protocol will still apply. Staff are not able to administer any medication that has not been prescribed to that child. Asthma inhalers will be safely kept in classroom bubbles. Epipens will continue to be stored in the school medical room and office staff will be on hand to deal with such emergencies. If a child requires medication, it should be handed to the class teacher when they are being dropped off who will bring it directly to the school office. A medication form will need to be completed by parents to accompany any new medication. Please request one by emailing or calling the school office.

Physical contact

The government recognises that social distancing is not always possible, especially with young children. If a child is upset, staff will support as necessary by talking. If that involves a hand on a shoulder or the squeeze of a hand to reassure, that will be done if necessary. The welfare of your child is important. Our stringent hand washing procedures mean that any risk is kept to the minimum. If your child becomes upset and would be better off at home with you, we would of course telephone you.

Curriculum

Teachers will spend some time getting to know the children and building relationships. Hygiene and infection control will be part of the curriculum. Children will have an opportunity to share and celebrate any achievements during lockdown. There will be no formal testing when children return. Teachers will begin to identify learning needs, working with the children, and these will be addressed in the coming weeks as appropriate.

School Office

There will be no access to the office unless by prior appointment so please contact the office by phone or email for any queries. Please ensure that any prescribed medicine is in date and staff are notified of any changes to any medical care plans. If a child requires medication, it should be handed to the class teacher when they are being dropped off who will bring it directly to the school office. A medication form will need to be completed by parents to accompany any new medication. Please request one by emailing or calling the school office. The office will be open each day from 8.30am until 3.30pm.

Cleaning

Each class has a cleaning pack which will be stored safely – staff will regularly wipe down equipment. Toilets will be cleaned regularly throughout the day in addition to our normal cleaning schedule. Special attention will be paid to frequently touched areas such as door handles and light switches.

Risk Assessment

Please be assured that the staff have all been working really hard to reduce risks as far as possible both for children and teachers; full risk assessments have been carried out. These are under constant review as new information is received and the situation changes. These are unprecedented circumstances and any reviews may require a change in arrangements.

Face coverings

The government guidelines are that PPE and face coverings are not necessary in school. Children will be mixing with the same group in bubbles and strict handwashing and infection control is in place to minimise any risks. No child or member of staff will remain at school if they display any symptoms. The office does have PPE equipment to be used where necessary in line with guidelines, for example if looking after children who become unwell.

Travel to School

We encourage all families to leave the car at home where possible. If you wish your child to bring a bike or scooter, this can be stored in the bike rack as usual, as long as your child is able to lock it up themselves. Children should walk around to the bike rack once in school. Please note, we are unable to take responsibility for any bikes or scooters left on the premises.

Breakfast and Afterschool Club

This will open from 7th September for Years 1-6. Please book in the normal way, online via Scopay. Please note that children will not be in class bubbles – but every effort will be made to keep children in consistent breakfast/afterschool club bubbles during this time.

Friday afternoons

School will be closing at lunchtime on Fridays. Booking details for working parents who require Friday afternoon childcare will be sent separately, as soon as we have it available. The normal After School Club session rates apply from 3.15pm.