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Mrs C Dancer BA (Hons) QTS

18th June 2020

Dear Parents and Carers

Information for Parents of Year 6 Children returning to school on Monday 22nd June

We are looking forward to welcoming Year 6 children back on Monday 22nd of June. Please do talk to your child before their return about the changes they will see. Children booked to return on 22nd June know their teacher and class, but rooms will have changed in some cases. The classrooms will be set out in a different way from usual, to allow for social distancing. Do watch Mr Drew's video on the website to see how the environment has changed.

We understand that both parents and children may be anxious to begin with. The teachers will spend much of the first week helping children to feel comfortable and addressing concerns 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.

Attached, you will find more information for children who will be returning on Monday, together with the timings for 22nd of June onwards and details of drop off and collection.

If your child will be making their own way to school and arriving independently, it is important that you discuss arrival and departure arrangements with them before their first day.

WHAT TO BRING

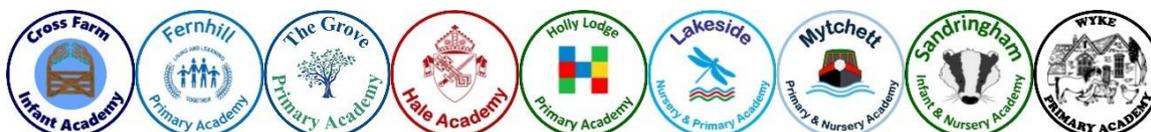
- A clearly named water bottle
- A clearly named packed lunch (if not having a hot school meal)
- A snack – (fruit/vegetables or breadsticks only)
- A named sun hat or waterproof coat as appropriate. Children are spending a lot of time outdoors. Sun cream should be applied before school.
- Any school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

NO SCHOOL BAGS, PE KIT OR OTHER EQUIPMENT ARE TO BE BROUGHT TO SCHOOL

There is a wealth of relevant information on the school website. <https://www.hollylodgeprimary.co.uk/news-and-events/newsletters/covid-19-updates/> If you do have any queries, please contact the school office.

Kind regards,

Mrs C. Dancer
Academy Head



Practical arrangements for the wider re-opening of school

Arrivals, Pick up and Timings – Please note A and B groups different timings

Group A Bubbles Y6 Lions A - Mr Drew Arrival 8.30am- 8.40am Collect 3.20pm – 3.30pm Keyworker on 4.5 days collect at 1pm Friday Non Keyworker collect at 1pm	Enter on foot via drive-through entrance. Turn left and queue where indicated around the back of the caretaker bungalow. Parents will then follow the one-way system around and exit via the same entrance they came in.
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Group B Bubbles Tigers B – Ms Weller Ligers B – Miss Moreton-Ford Tigons B – Mrs Young Arrival 8.50am – 9.00am Mon - Thurs collect 2.50pm-3.00pm Friday Collection 1pm	Enter on foot via drive-through entrance. Turn left and queue where indicated around the back of the caretaker bungalow. Parents will then follow the one-way system around and exit via the same entrance they came in.
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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 note the markings for 2m spacing.

No one will be allowed on the school site before these times.

- Everyone will enter school via the **vehicle entrance** (next to caretaker's bungalow).
- Only **one adult** is allowed to drop off/ pick up a child from school.
- Your child will be collected by their bubble teachers from their queue point.
- If you have any messages for teachers, please email/call the school office rather than trying to speak to the teacher when they are trying to bring the bubble in to school.
- Registered child minders will be able to collect children in line with their own risk assessment arrangements.
- There is a one-way system for drop off. Please see the map as you arrive.
- **There is no parking for parents onsite.** (The drive through is being used for parents and pupils to queue)
- Please leave the school premises as soon as you have dropped off your child to the waiting teacher.
- At the end of the day, parents should queue in the same place as morning drop-off and your children will be brought out to you.

Social distancing - To ensure the safety of all pupils, parents, staff and wider community, may we respectfully remind you to adhere to Government advice for social distancing inside and outside of school. Please note the markings for 2m spacing

Uniform

Uniform helps to give children a sense of identity. We are, however, aware that many children may have grown out of items of clothing and so we are happy for them to wear other appropriate items in this case. They should try to wear school uniform, but this can be uniform or PE kit or a slight adaptation. It is obviously essential that items are clearly labelled, especially school uniform sweatshirts. Children should wear trainers if they wish, not school shoes, avoiding additional items in school, allowing them to take part in physical exercise. Coats (if worn) should be brought into the classroom and kept on each child's chair.

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 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. Families of children in school will no longer receive a voucher. Children should bring a water bottle to school and take it home each day for thorough washing at home.

Snacks

We are unable to provide snacks or milk in school, as the Government schemes for milk and fruit have been temporarily suspended. If your child wishes to bring in a break time snack, they may bring in fruit/vegetables or breadsticks. It will be kept at child's individual learning area. 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. 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. **We ask that, where possible, pupils do not bring in mobile phones.** If it is essential then they should be handed to the class teacher and will be stored within the bubble. We would remind you that the school cannot be held responsible for any damage or loss. Phones are brought in entirely at the owners' risk.

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. Parents will not be fined for non-attendance at this time.

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, and these will be addressed in the coming weeks as appropriate.

Additional Senior Leadership Support

On Tuesday and Wednesday of each week, Miss Katie Lye will be available as an additional member of the leadership team on site and may be contacted via the office for any concerns. Miss Lye has many years of experience as a deputy head and is part of the Kite Central Team. There will also be a Designated Safeguarding Lead (DSL) on duty who will be available for any concerns.

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. Current office opening times at 8.00am until 3.15pm

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, as we are unable to allow parents on site. Children should queue with their class and walk around to the bike rack once in school.

Timetables

We have attached the timetables for the next four weeks for your information. These will give you an indication of what they are hoping to cover but timings will vary and it is subject to change. There are special events each Friday you should be aware of and, during the final two weeks some special events for the leavers to enjoy.

w/c 22/06

	9:00	10:10		10:30	10:45	11:15	11:45	12:15	13:15	13:30	13:45	14:15	14:45	
Monday	Maths		Assembly	Break	Wellbeing	Literacy		Lunch	Times tables	P.E. - Orienteering	Plan fun activity for other bubbles			
Tuesday	Wellbeing activities	Maths			Story	Literacy			Times tables	PSHE - Preparing for Secondary School				
Wednesday	Maths		Story		Wellbeing	Literacy			Times tables	P.E. - Games	Art - Collaborative Project			
Thursday	Maths		Assembly		Wellbeing	Literacy			Times tables	Science - Investigating light				
Friday	Sports Day (wear sporty clothes)		Assembly		Sports Day				1pm-B Bubbles go home	P.E. - Games (Bubble A only)	Wellbeing (Bubble A only)			

DAILY MILE: Children will do this every day. Timings will vary for each bubble.

Wellbeing may include games, mindfulness activities, gardening etc.

Please note, this timetable is just a guide. B Bubbles will spend time getting acquainted/reacquainted with their teacher and school routines this week.

w/c 29/06

	9:00	10:10		10:30	10:45	11:15	11:45	12:15	13:15	13:30	13:45	14:15	14:45	
Monday	Maths		Assembly	Break	Wellbeing	Literacy		Lunch	Times tables	P.E. - Orienteering	Fun activity from another bubble			
Tuesday	Wellbeing activities	Maths			Story	Literacy			Times tables	PSHE - Preparing for Secondary School				
Wednesday	Maths		Story		Wellbeing	Literacy			Times tables	P.E. - Games	Art - Collaborative Project			
Thursday	Maths		Assembly		Wellbeing	Literacy			Times tables	Science - Investigating electricity				
Friday	Rainbow Day (wear colourful clothes)		Assembly		Rainbow Day (paint rocks)				1pm-B Bubbles go home	P.E. - Games (Bubble A only)	Wellbeing (Bubble A only)			

DAILY MILE: Children will do this every day. Timings will vary for each bubble.

Wellbeing may include games, mindfulness activities, gardening etc.

Please note, this timetable is just a guide.

w/c 06/07

	9:00	10:10	10:30	10:45	11:15	11:45	12:15	13:15	13:30	13:45	14:15	14:45	
Monday	Maths		Break	Wellbeing	Literacy		Lunch	Times tables	P.E. - Orienteering	Fun activity from another bubble			
Tuesday	Wellbeing activities	Maths		Story	Literacy			Times tables		P.E. - Games	Art - Collaborative Project		
Wednesday	Maths			Story	Wellbeing	Literacy		Times tables	Talent Show				
Thursday	Maths			Assembly	Wellbeing	Literacy		Times tables	PSHE - Preparing for Secondary School				
Friday	French Day (wear red, white and blue)			Assembly	French Day (French breakfast)			1pm- B Bubbles go home	P.E. - Games (Bubble A only)		Wellbeing (Bubble A only)		

DAILY MILE: Children will do this every day. Timings will vary for each bubble.

Wellbeing may include games, mindfulness activities, gardening etc.

Please note, this timetable is just a guide.

w/c 13/07

	9:00	10:10	10:30	10:45	11:15	11:45	12:15	13:15	13:30	13:45	14:15	14:45	
Monday	Maths		Break	Wellbeing	Literacy		Lunch	Times tables	P.E. - Orienteering	Fun activity from another bubble			
Tuesday	Wellbeing activities	Maths		Story	Literacy			Times tables		P.E. - Games	Art - Collaborative Project		
Wednesday	Maths			Story	Wellbeing	Literacy		Times tables	Disco (wear own clothes all day)				
Thursday	Leavers' Assembly			PSHE - Preparing for Secondary School				Times tables	Leavers' Barbeque				
Friday	Celebration Day (Wacky hair)			Assembly	Celebration Day			Early finish - End of term					

DAILY MILE: Children will do this every day. Timings will vary for each bubble.

Wellbeing may include games, mindfulness activities, gardening etc.

Please note, this timetable is just a guide.