

25th August 2020

Dear Parents/Carers

Welcome Back!

I hope that you are all enjoying the summer break and have had much needed rest and relaxation. We are so looking forward to seeing old and new faces alike and returning to school life and routines.

Please read the following information carefully. There is quite a bit to digest to ensure that our children are safe and settled.

What about drop off and pick up time?

Infants

Reception children and Year 1 will enter the school through the Early Years Door between 8.45 and 9.00am. Year 1 will leave at 3.10pm. Teachers will meet the children here and escort them to their classrooms.

Year 2 will enter the school through the Early Years Gate between 8.45 and 9.00am. They will finish school at 3.15pm. The class teacher will meet the children at the gate and escort them to their classroom.

Juniors

Year 3 and Year 4 will enter the school through the Junior playground between 8.30 and 8.50am.

Year 5 and Year 6 will enter the school through the Red Banana gate between 8.30 and 8.50am.

Year 3 teachers will meet their children on the playground. Year 4 - 6 children will need to go straight to their classrooms.

The Juniors will finish school at 3.30pm. If you collect your child from the Junior playground, please follow social distancing guidelines and leave school premises promptly. Please avoid congestion at the school gates.

A24 Gate

The A24 gate will be open from 8.30 - 8.45am and from 3.30 - 3.45pm for **Years 4, 5 and 6 only**. We will review this provision with the aim of extending once all our children are settled.

If you need to collect your child outside of these times, the office will need to be informed by email or telephone. Unauthorised adults are not allowed on school premises.

What do we wear?

Please can the children wear full school uniform. Clothes, coats and hats will need regular washing or cleaning.

What do we bring?

Children will require a water bottle, healthy snack (fruit or vegetables), PE kit, sunhat and a coat. Please apply sun cream in the morning. Children will be bringing reading books home so a small backpack that can fit in a locker or on a peg would be ideal. Please note that our water fountains will not be available, so a full water bottle or two will be needed. **Please could all children from Year 1 to Year 6 bring in a plain pencil case containing pencils, rubber, colouring pencils, glue stick, ruler, ink pen (if applicable). Please can children also be provided with a small pack of tissues for their own personal use. This will help us to follow our cross infection controls.** We would prefer PE kits to remain in school.

What about lunch and playtimes?

Lunches will be a cold pack lunch bookable via Scopay where you can choose the sandwich filling. The office will send out further details next week. You can also provide a healthy lunch and lunch boxes are allowed. Children will need to take their own rubbish home each day. Lunches will be eaten outside if at all possible. Year groups will have designated zones for playing. This ensures that there are no changes to our play or lunchtimes.

What about hygiene and cleaning?

There will be regular handwashing throughout the day e.g. on arrival, after activities, before and after play, lunchtimes and after going to the toilet. Children will also be taught the catch it, kill it, bin it slogans. We have an enhanced cleaning schedule which includes more frequent cleaning throughout the school day. Solo, our

cleaning contractors, will continue as they have been up to now, with cleaning and sanitizing all areas each day in order to be compliant with Government Safety Guidelines. Additional cleaning is undertaken at lunchtimes and at other times if required.

What about learning?

All children will be following the full curriculum with music and sport covered by Mrs Barber and Sports Stars. Mrs Barber will be teaching French in the Juniors. Year 2 - Year 6 will be seated facing the front of the class and will sit side by side. Please support your child in understanding how to maintain social distancing and the need not to share equipment.

What about before and after school care and clubs?

Red Banana will be operating under their guidelines. Our after school clubs timetable will begin on 14th September and the office will send out details in the first two weeks of term.

What if I need to see a teacher?

Unfortunately no parents will be allowed on site unless they have made an appointment. You can contact the office through email or telephone.

What if I need to contact the office?

In an effort to reduce footfall in the school, please could you telephone, email or use the red postbox outside the school.

What do I do if my child or anyone in my family shows signs of Covid-19?

Please do not send your child to school if they have coronavirus symptoms. Comprehensive government guidance on staying at home, the circumstances that could lead to self-isolation and how to book a test can be found [here](#)

If you are self-isolating because either your child or a member of your household is symptomatic, please contact the school office via telephone or email. This is vital for the test and trace programme.

If you are unwell for reasons unconnected with Covid-19, you will need to report this to us in the usual way using the absence@west-ashtead.surrey.sch.uk email address.

What about remote learning? If there is any need for remote learning we will follow Google Classroom and are able to provide paper based alternatives. We are also exploring online teaching options if appropriate.

Please do not hesitate to contact me if you have any further questions or queries.

I am really looking forward to seeing everyone back at the gate next Thursday. Enjoy these last few days!

Best wishes

Mrs R Hall
Headteacher