

2020-21 New School Year Organisation

3rd September until further notice (Maple Class 7th September onwards)

Class	'Bubble'	Break Time	Lunch Time (in classroom)	Lunch Play Time	School Day Times	Drop Off / Pick Up Location
Maple	EYFS	As necessary	12.10-12.40	12.40-1.10 (Maple Outside Area)	8.50-3.15	School Hall
Beech	Lower School	10.30 – 10.45 (Playground/Field)	12.15-12.45	12.45-1.15 (Playground/Field)	8.50-3.15	School Driveway
Ash	Lower School					
Apple	Upper School	10.50 - 11.05 (Playground/Field)	12.40-1.10	12.10-12.40 (Playground/Field)	8.55 – 3.20	Bike Shed entrance
Oak	Upper School				8.45 – 3.10	

* We appreciate that staggered start and finish times could cause inconvenience for our parents and carers. Therefore, we have tried to keep the 'stagger' as short as possible, whilst giving all children the same amount of time in school. Our organisation and risk assessments will be kept under constant review and we will notify you of any changes at the earliest opportunity.

* If you have multiple children attending school, please drop them at the correct time to the correct location and then please wait (at a distance from other families) until subsequent times. Unless attending wrap-around care (when open), a pupil will not be able to start earlier than their allocated drop off time and will not be able to stay later than their allocated pick up time. With all pupils attending school, it is vital that you arrive punctually. If you miss the set time, you may find that you have to wait until all other groups of children have finished their 'drop-offs'.

* If your child is starting in Maple Class, please refer to the letter regarding the phased start for the beginning of term.

Key Information

- If anyone in your household is displaying symptoms associated with COVID-19, you must not bring your child to school and should notify the school office at the earliest opportunity and arrange for testing as necessary.

- If you and your family are required to quarantine after returning from a holiday to one of the specified countries, your children should not attend school during that period. Please inform the school at the earliest opportunity if this affects you.

- Wherever possible, only one member of the household should drop off / collect children to reduce numbers at the school gate.
- A one-way system will continue to operate at the main school entrance wherever possible. Please follow signs/markings and direction from any staff members present. Please observe social distancing when dropping off or collecting children. We will provide markings and signage on the school site to remind you of this, but would ask for your co-operation when outside the school. This may have to be adapted on particular days due to the building work, but members of staff will be on hand to assist.
- Please do not enter the school building or playground unless invited by a member of staff.
- All children should wear normal school uniform, including school shoes. P.E. kit should be kept in school all week and only taken home for washing when necessary (this does not need to be every Friday).
- Lunchboxes and water bottles need to be clearly named. Please clean thoroughly between days in school.
- Sun cream should be applied before the start of the school day if necessary, as staff will be unable to assist children with applying sun protection in school. Children should bring a named sun hat to school whilst the weather remains warm/fine. The same will apply to warm hats and gloves when the weather becomes colder.
- A school bag/book bag can now be brought to school if necessary. Please avoid overly large bags and restrict items to those absolutely necessary for the day.
- If your child has one, they should bring a pencil case to school. If not, school will provide an alternative for storing their personal stationery. The pencil case will be kept in school. This will be used to minimise resource sharing in the classroom, as pupils will be allocated individual items (such as pencils, erasers). You do not need to purchase stationery items.
- If it is possible to do so, we are hoping to re-open wrap-around care (Breakfast Club and Tree House) from the week beginning 14th September. More details will follow.
- In line with what the Government has advised, face coverings or masks should not be worn at school in any circumstance by those who may not be able to handle them as directed, for example in young children, or those with special educational needs or disabilities, as it may inadvertently increase the risk of transmission. However, as part of our risk assessment, some staff will be using face coverings for short periods of time where there is a risk of close social contact, such as intimate care for individual children.