

2020-21 Autumn Second Half-Term Organisation

Tuesday 3rd November until further notice

(Ash, Apple and Oak Class: Wednesday 4th November onwards)

Class	'Bubble'	School Day Times	Drop Off / Pick Up Location	Break Time	Lunch Time	Lunch Play Time
Maple	EYFS	8.40 - 3.05	School Hall (a.m) / School Driveway (p.m)	As necessary	12.10-12.40	12.40-1.10 (Field Zone 1)
Beech	Lower School	8.50 - 3.15	School Driveway	10.30 – 10.45	12.15-12.45	12.45-1.15 (Playground/Field)
Ash	Lower School	8.55 – 3.20				
Apple	Upper School	8.55 – 3.20	Bike Shed entrance	10.50 - 11.05	12.40-1.10	12.10-12.40 (Playground/Field)
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. **We would now ask you not to wait in the school driveway during this time as this adds to congestion.**

*Unless attending wrap-around care, 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'.

*Lower School parents should not enter the school driveway until the preceding group of parents have completed collection of their children. Please wait on the opposite side of Alchester Road.

*Upper School parents should continue to wait on the opposite site of Alchester Road until called forwards. Please continue to be mindful of passing traffic.

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 a pupil (or other member of the household) requires a COVID test, please inform the office of the test date, the start date for symptoms and, when received, the result. The school office can then clarify any isolation requirements and return to school date.

- Wherever possible, only one member of the household should drop off / collect children to reduce numbers at the school entrances.

- A one-way system will continue to operate at the main school entrance wherever possible. Please follow direction from any staff members present. Please observe social distancing when dropping off or collecting children. 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.

- As the weather is turning colder, children's hats, gloves and scarves should be clearly named.

- A school bag/book bag can 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.

- 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.