

# 2020-21 Spring Second Half-Term Organisation

Monday 8<sup>th</sup> March until further notice

Class	'Bubble'	School Day Times	Drop Off Location	Pick Up	Break Time	Lunch Time	Lunch Play Time
Maple	EYFS	8.50 - 3.15	Bike Shed entrance	Bike Shed entrance	10.50-11.05	12.10-12.40	12.40-1.10 (Playground / Field Zone 1)
Beech	Lower School	8.55 – 3.20	School Driveway / Gate	Outside Lower School Classes	10.30 – 10.45	12.15-12.45	12.45-1.15 (Playground/Field Zone 2)
Ash							
Rowan	Upper School	8.45 – 3.10	School Driveway / Gate	Outside Upper School Classes	10.50 - 11.05	12.40-1.10	12.10-12.40 (Playground/Field)
Oak							

PLEASE NOTE THAT NEW INFORMATION IS WRITTEN IN **BLUE**.

\* 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. **We are hopeful that our expanded playground space will ease the pressure on pick-up and drop-off times and support social distancing. If these arrangements are not effective, we may need to revert to each class having their own individual times, increasing the 'stagger', so we ask for your co-operation and understanding to make this plan work as smoothly as possible.**

\* If you have multiple children attending school, please drop them off at the correct time to the correct location and then please wait (at a distance from other families) until subsequent times. **We would ask you not to wait in the school driveway during this time as this adds to congestion.** We will allow children to enter the school site approximately 5 minutes before their specified start time, assuming that other 'bubbles' have cleared the area. Please avoid arriving too far in advance of this time.

\*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'.

\*At the beginning of the school day, **Upper** and **Lower School** parents should drop their children off at the main school gate or in the driveway (following the one way system). Please only do this at the correct time and please do not enter the playground before school.

\*At the end of the school day, **Lower School** parents should not enter the school playground until the preceding **Upper School** group of parents have completed collection of their children. Please wait on the opposite side of Alchester Road.

\*When collecting your child, it will probably not be possible to speak to staff, who will have their hands full making sure that children are safely sent to their parents. However, staff may approach parents if there is an urgent matter to discuss. If you would like to make an appointment to speak to the teacher, please do so via email and we will try to accommodate you wherever possible. If you need to pass an urgent message to the teacher, please approach an available member of the leadership team (Mr Horner, Mrs Salter, Ms Bailey).

\*Maple Class parents should wait on the opposite side of Alchester Road until called forwards. Please see separate email regarding organisation for drop-off and collection of **Maple Class**.

### **Key Health and Safety 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 and on the playground wherever possible. Please follow direction from any signage and staff members present. Please observe social distancing when dropping off or collecting children. This may have to be adapted as we go forward depending on the effectiveness of these arrangements.**

**- Please wear a face covering at all times when waiting on the school playground. If you have a genuine reason that you are unable to wear one, please notify the school office to avoid being challenged.**

**- Please do not enter the school building unless invited by a member of staff.**

**- Please can we remind you that dogs cannot be brought onto the school site. If you need to bring a dog with you to collect a child, please inform the office and we will arrange for your child/ren to be brought out to you.**

**- 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 may still be a little chilly this side of the Easter holidays, 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, particularly in communal staff areas and when working closely with children.