



St Andrew's C of E Primary School

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'Growing and learning together with God'



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14th July 2020

Dear Parents/Carers

Pupils returning to school September 2020 – Years 1 - 6

Thank you to all parents and carers who completed the online questionnaires that were sent out last week about pupils returning to school in the Autumn term.

This letter is to outline the key information that you will need before sending your child to school on **Thursday 3rd September 2020**. There may be further updates sent during the school holiday period if any of the government guidelines change.

- Children should wear their full school uniform in September.
- Years 1 to 4 will need to bring their PE kits in to school as normal. ALL clothing must be named.
- Years 5 and 6 will need to wear their PE kits on PE days as they will not be able to get changed in school.
- Children in Years 2 to 6 will walk through the car park gates unattended. Parents must remain outside the school grounds. The main car park gates will be opened from 8:30am each day.
- No bikes or scooters will be allowed onto the school grounds for the time being.
- Staff will be on site to direct children into the correct entrance for their classroom.
- Parents of children in Year 1 will walk their children down to the external Year 1 classroom door and wait on the 2m marking for their child to be called in.
- The school gates will be open between 8:30 and 9:00am to allow for staggered entry and social distancing between families.
- Children will be expected to attend school every day. Registers will close at 9am and children must be in school by this time.
- Children in KS2 may make use of the Drop and Go, provided that this is in operation.
- Break and lunchtimes will be staggered so that children will not mix outside of their phases.
- Phases are as follows: EYFS (Nursery and Reception), KS1 (Years 1 and 2), Lower KS2 (Years 3 and 4) and Upper KS2 (Years 5 and 6).
- Children in KS2 will need to bring a packed lunch or order a packed lunch via The Pantry.
- Children in EYFS and KS1 can either bring a packed lunch or can order a hot or cold meal from The Pantry. (Please note that Nursery meals have to be paid for)
- All children will need to bring at least 1 water bottle that is clearly named.
- Each child will have their own designated space in their classroom where they will keep all their resources. Each class teacher will explain this to their class on the first day.
- Each child is being encouraged to make their own shoe box to keep all their stationery items in.
- Parents may send their child in with their own basic stationery if they wish, or this will be provided for each child if they do not bring their own.
- Basic stationery items include: HB pencil, ruler, colouring pencils, rubber, lidded sharpener.
- You may send a healthy snack in with your child which they will keep with them in their lunchbox or school bag.
- All children will have a morning playtime and a lunch break. KS2 children will eat in their classrooms, supervised by one of the SMSAs. EYFS and KS1 will eat in the dinner hall in 2 sittings.

- All members of staff are suitably qualified as emergency first aiders and will look after any children who need special attention for any injuries or suspected illnesses.
- Any child who displays any signs of being unwell will not be allowed to enter school at the start of the day or will be sent home as soon as possible.
- Asthma or EpiPen medication must be labelled and sent in with your child if needed. If any information on the previous medications in school form has changed then you must email the school office and complete a new form online. This medication will be kept in the classroom in case of need. No other medication will be administered in school at this time.
- Children will be encouraged to maintain good social distancing at all times. They will help to create a class charter together and will frequently wash their hands including at the start of the day, before and after breaks and lunch and before they leave school.
- Staff will support children to remember these new rules and to follow the signs to help them move safely around school.
- Children will be taught a broad and balanced curriculum which will include being taught by specialist teachers as well as their own class teachers across the week.
- Resources will be carefully managed and there will be additional cleaning during the day and at the end of every day.
- Staff will be unable to have conversations with parents before and after school. Parents should use the Class Dojo system to send a message to class teachers and not linger at all if they see staff.
- Parents will not be allowed into school except in an emergency. Where possible, parents should telephone the school office for any admin enquiries, or send a message via Dojo for any questions relating to learning and behaviour.
- At the end of the day the main school gates will be opened from 3:15pm. Parents will walk around the outside of the classrooms, following a one-way system and will collect their own children.
- Staff will dismiss the children to you as you pass the door.
- Parents will enter from the main playground gate by EYFS and exit via the green door beside Year 1.
- Children who are walking home alone (or meeting parents outside the main school grounds) will need to have permission to do so and will then be released by staff to follow the one-way system around the outside of the school and up to the main car park gate.
- Families must maintain social distancing at all times and keep the flow of people moving.
- Parents must not loiter when collecting their children but should move away quickly where possible.
- It is hoped that Hillingdon Council will support us in blocking all traffic from driving down Nursery Way before and after school. This will enable families to walk safely to and from the school gates.
- All parents should avoid using the passageway that runs from the bus stop down to the school gates, as this narrow alleyway does not allow for social distancing.
- Separate information will be sent out about Breakfast and After School Club once confirmed.
- There will be no extracurricular clubs until further notice.

There will undoubtedly be other issues and questions that will arise from parents about the organisation of the school day from September. The above information has been decided based on the current government guidance (available [here](#)) and the comprehensive risk assessments that have been put in place by school staff with support from the governing body and the local authority. As always, we will endeavour to keep you informed of any changes in a timely fashion.

Thank you for your continued support at this challenging time.

Yours sincerely



Mrs N J Edwards
Head Teacher