Dear Parents / Carers, 1St September 2020

To ensure the smooth running of school from Wednesday 2nd September, please take a moment to read this updated letter containing all the information you will need for sending your child/ren to school. *Even if your children have already been attending there have been changes to the current system so it is important you read this.*

* Children are required to wear school uniform and will require their PE kits.
* Please also bring clothing suitable for the weather because we will be going outside as much as possible, rain or shine. Wellies and coats in school every day if required as they will be using the field.
* We ask children to bring their own snacks and drinks bottle (this will be refilled throughout the day by a member of staff) and to only bring items that they can open themselves.
* Please bring a packed lunch if possible - these are to be clearly marked with child’s name and their year group.
* School lunches for the first half term will be in the form of hot Deli Bags which will be brought to the children. There will be no choice of contents (please see hot deli bag menu attached). School Lunches will be charged at the usual rate unless you are eligible for Free School Meals.
* Children will have their own equipment but can bring in a pencil case with felt pens, scissors, glue stick and pencil crayons, this must be clearly marked with child’s name and their year group.
* Children will be kept in their own ‘year group bubble’ with, as far as possible the same staff.
* There will be a staggered entry in the morning and at the end of the day to avoid the other bubbles.
* Movement around school will be limited as far as possible.
* At playtimes children will stay in their own areas and will not be allowed to mix with children from a different bubble.
* Children will not be expected to be socially distant from their peers within a year group bubble. However, they will need to be socially distant from adults as much as possible.
* Any messages for Teachers must be relayed via email to [admin3154@welearn365.com](mailto:admin3154@welearn365.com)
* Music lessons will not be taking place at this time.

Dropping off

* Please wait in cars with your children until you see a member of staff.
* If children are walking to school please line up with their classmates outside of the gates.
* Please do not arrive early or late.

Collection

* To reduce congestion after school we are asking children to walk home if possible. If your child will be walking home, please let the office know by email.
* Parents must stay away from the school entrance and wait until their child comes out to the car.
* Depending on your collection and drop off arrangements (See below) please only send one parent per child to pick up and stay in your cars where possible or wait for them at the top of Nelson Avenue.
* Those parents picking up from Arden Close please stay in Arden Close and children will be brought out.

**Group Information**

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| **Group** | **Arrival at** | **Entrance and exit** | **Teacher** | **In classroom** | **Leaving at** |
| 6KC  Group 1 | 8.45am | Please use the back playground entrance from Arden Close and the Year 6 side corridor door. | Miss Cherry | 6KC | 3.00pm |
| 6SU  Group 2 | 9.00am | Please use the back playground entrance from Arden Close and the Year 6 side corridor door. | Mrs Uppal | 6SU | 3.15pm |
| 5MJ  Group 1 | 8.45am | Please use pedestrian main playground gate and Year 5 entrance | Mr Jacobs | 5MJ | 3.00pm |
| 5CS  Group 2 | 9.00am | Please use pedestrian main playground gate and Year 5 entrance | Mrs Shah | 5CS | 3.15pm |
| 4DW  Group 1 | 8.45am | Please use pedestrian main gate and walk down the path to the Year 4 door | Mrs WIll | 4DW | 3.00pm |
| 4AD  Group 2 | 9.00am | Please use pedestrian main gate and walk down the path to the Year 4 door | Mrs Riman / Mrs Davies | 4AD | 3.15pm |
| 3VK  Group 1 | 8.45am | Please use the large gate on the field accessed from Dale Close and walk to Year 3. | Mrs King | 3VK | 3.00pm |
| 3IS  Group 2 | 9.00am | Please use the large gate on the field accessed from Dale Close and walk to Year 3. | Miss Snow | 3IS | 3.15pm |