



The best you can be, every day.

Dear Parents/Carers

Friday 21st August 2020

I hope you are all well and have managed to have a safe and restful break. However, I am sure, like us, your thoughts are turning towards the start of next term when all of the children return to school. As explained in our Newsletter Issue 18, dated 21st July, the children will return to school with a staggered start as follows:

- **Tuesday 1st September - INSET Day**
- **Wednesday 2nd September - INSET Day**
- **Thursday 3rd September - Years 3 and 6 only**
- **Friday 4th September - Years 3, 4, 5 and 6**
- **Monday 7th September onwards - Years 1, 2, 3, 4, 5 and 6**
- **Week Beginning Monday 21st September onwards - Year R Groups 1, 2 and 3**

A staggered start will allow us to welcome back first the year groups who have not been in school since March. We can provide further induction for those children joining the Brockham base from the Leigh site. In addition, it will give us the opportunity to work with parents and children to establish our systems for safe drop off and pick up each day. To that end, our return to school will be as follows:

Thursday 3rd September:

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
3	8.40 - 8.50	Small gate adjacent to Mr Berwick's House	3.15	Small gate adjacent to Mr Berwick's House
<i>Mrs Deeks will be there to greet the Year 3 children so that they know exactly where to go.</i>				

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
6	8.30 - 8.40	End gate near the school field and playground	3.15	End gate near the school field and playground
<i>Mrs Scott will be there to greet the Year 6 children so that they know exactly where to go.</i>				

Friday 4th September:

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
4	8.30 - 8.40	Main entrance	3.15	Main Entrance
<i>Mrs Coles will be there to greet the Year 4 children so that they know exactly where to go.</i>				

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
5	8.40 - 8.50	End gate near the school field and playground	3.15	End gate near the school field and playground
<i>Mrs Scott will be there to greet the Year 5 children so that they know exactly where to go.</i>				

Arrangements regarding drop off and pick up for Years 3 and 6 will remain the same as the previous day.



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Monday 7th September:

BROCKHAM

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
1	8.50 - 9.00	Main entrance	3.00	Main Entrance
<i>Mrs Douglass will be there to greet the Year 1 children so that they know exactly where to go.</i>				
Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
2	8.50 - 9.00	Small gate adjacent to Mr Berwick's House	3.00	Small gate adjacent to Mr Berwick's House
<i>Mrs Wright will be there to greet the Year 2 children so that they know exactly where to go.</i>				

LEIGH

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
1	8.40 - 8.50	Pedestrian Gate	3.00	Pedestrian Gate
<i>Miss Jones will be there to greet the Year 1 children so that they know exactly where to go.</i>				
Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
2	8.30 - 8.40	Pedestrian Gate	3.00	Double gates near the staff car parking area.
<i>Mr Smith will be there to greet the Year 2 children so that they know exactly where to go.</i>				

Arrangements regarding arrival times and gates for entrance and exit for Years 3 - 6 will remain the same. Members of staff, including Mrs P-H and Mrs Hitch (our ELSAs), will be at the gates to support the children as they arrive.

- Please try to adhere to your child(ren)'s drop off times. ***These arrangements have been made to alleviate congestion outside the sites.*** We realise that for parents who are dropping at multiple sites this may not be possible but your understanding and cooperation with ***these arrangements are crucial if we are to keep everyone safe.***
- Siblings can be dropped off at the same time. ***However, please use the designated gates for them to enter and exit by.***
- Parents will be encouraged to drop off their children at the gates, rather than coming onto site in the mornings. If you have any messages to pass on, a member of the Leadership Team will be available outside every morning. Alternatively, please email the school office or class teachers directly. Contact details for all staff are on the school website.
- Early Birds at Leigh and Breakfast Club at Brockham begin on Monday 7th September.

What about pick-up time?

As I am sure you are aware, last term teachers were bringing the children out at the end of the day while, at the Brockham site, parents waited on the opposite site of the road. As we had a smaller number of children in school this was a safe and practical arrangement. However, with all year groups returning this is not



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something we will be able to continue to do safely. Therefore, at the end of each day parents will be invited onto site to collect the children. This is when maintaining social distancing is going to be the greatest challenge for us all. We therefore ask for your cooperation with this:

- **Only one adult to collect**
- **Enter through the gate your child uses at drop off in the morning. Members of the Leadership Team will be available to show you where to wait for your child(ren), allowing us to establish our new systems safely**
- **Please leave the school site promptly**
- **Please avoid parking on Wheelers Lane or The Smithers**

What will my child need to bring to school?

- Children will need to wear school uniform other than on days when they have PE. On these days we ask that the children come to school wearing their PE kit/tracksuit bottoms/sweatshirt. You will be made aware of PE days via the 'Welcome to our Year Group' information which will be coming home to you during the week of 7th September.
- We ask that children bring their lunch and named water bottle in a **small** bag each day, as these may be kept in classrooms, to reduce the number of children using cloakroom areas. Please avoid using large rucksacks if possible.
- Children will be provided with their own pack of stationery to use each day. However, if they wish, children in Years 3 - 6 may bring in their own small pencil case of equipment for their use only. They may also bring their own hand gel but this must not be shared with other children.
- Children will be able to bring in reading books and will take books home.
- If older children who are walking home need to bring in a mobile phone, a permission from MUST be completed and sent to the school office, and please **only send them in if it is absolutely essential**. We will not be able to keep phones securely in the office for the time being so these must be handed in to the class teacher.

What about safety in school?

- Within school, children will remain in their 'bubbles' using the same classrooms, groups areas, toilets etc. They will undertake regular handwashing throughout the day, with facilities in their classroom, along with supplies of hand sanitizer.
- We will continue to encourage the children to social distance at break times, though I am sure you will appreciate this has always been where our greatest challenge lies. Break and lunch times will be on a rota to minimize the number of children outside at the same time.
- Throughout the school day, at each of the sites, we will limit the number of adults coming into the school. Only one parent will be able to enter the office area at a time so **PLEASE email or telephone the school if you have a message to pass on or a question to ask.**

What about school lunches?

- For the first couple of weeks, our school caterers will provide lunches 'in a bag' which will be taken to the children in their 'bubbles' to be eaten in their classrooms, rather than having everyone in the hall.



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What next?

I am sure that, as we approach the start of term, levels of excitement and anxiety for the children (and parents) may increase. Please do be assured that all of the systems in place for the start of term have been decided upon with safeguarding for everyone as the number one priority for the school. We have updated our policy documents and guidance in line with Local Authority and DfE guidance and have made these available for you via our website.

<https://www.northdowns.surrey.sch.uk/page/?title=COVID%2D19+Policies+and+Guidance&pid=543>

Whilst every attempt will be made to make the return to school successful, these arrangements will be reviewed regularly and are subject to change, to ensure that we are doing everything we can to keep the children, staff and families safe. If you have any questions or queries in the meantime please do not hesitate to contact us. We wish you all a safe and enjoyable end to the holidays and we look forward to seeing you at the start of term.

Yours sincerely

Mrs J L Douglass
Headteacher