



*The best you can be, every day.*

Dear Parents/Carers

Wednesday 3<sup>rd</sup> March 2021

I am sure your thoughts are very much on next week and the return of all children to school. It will be so lovely to have everyone back.

We anticipate arrangements for the rest of this term to remain as they were last term. However, following a review of risk assessments there are one or two changes, highlighted in the information below. We are keen to reinstate swimming and all clubs after Easter but for the next few weeks a successful return to classrooms and learning is our priority.

## Drop Off and Pick up

Firstly, we will continue with allocated drop off times for different year groups. *Note a change of gate for Brockham Year 2.*

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>R</b>	<b>8.40 - 9.00</b>	Main entrance	<b>3.00</b>	Main Entrance

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>1</b>	<b>8.50 - 9.00</b>	Main entrance	<b>3.00</b>	Main Entrance

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>2</b>	<b>8.50 - 9.00</b>	<u>Main entrance</u>	<b>3.00</b>	<u>Main entrance</u>

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>3</b>	<b>8.40 - 8.50</b>	Small gate adjacent to Mr Berwick's House	<b>3.15</b>	Small gate adjacent to Mr Berwick's House

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>4</b>	<b>8.30 - 8.40</b>	Main entrance	<b>3.15</b>	Main Entrance

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>5</b>	<b>8.40 - 8.50</b>	End gate near the school field	<b>3.15</b>	End gate near the school field

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
<b>6</b>	<b>8.30 - 8.40</b>	End gate near the school field	<b>3.15</b>	End gate near the school field



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## LEIGH

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
1	8.40 - 8.50	Pedestrian Gate	3.00	Double gates near the staff car parking area.

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
2	8.30 - 8.40	Pedestrian Gate	3.00	Pedestrian Gate

## BETCHWORTH

Year Group	Arrival time	Entrance Gate	Pick up time	Exit Via
R	8.40 - 9.00	Children's entrance near the playground	3.00	Children's entrance near the playground

- **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 continue 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 staff will be available outside at each gate every morning. Alternatively, please email the school office or class teachers directly.
- At the end of each day parents are still invited onto site to collect the children. ***This is when maintaining social distancing continues to be the greatest challenge for us all.*** We therefore ask for your cooperation with this:
  - Only one adult to collect
  - All adults on site to wear a face mask
  - Enter through the gate your child uses at drop off in the morning
  - Please leave the school site promptly
  - If at the Brockham site, please avoid parking on Wheelers Lane or The Smithers (the cones will be out!)

## Breakfast Clubs and Moles

- Early Birds will be available at both Betchworth and Leigh from Monday 8<sup>th</sup> March.
- Breakfast club will be available at Brockham from 8<sup>th</sup> March also. However, for the rest of this term we ask that any pupils attending **bring their own breakfast with them**, as is the system at the other two sites. ***The cost for Breakfast Club at Brockham will therefore be reduced to £2.50 per session.***
- Unfortunately for the remainder of this term we will not be able to offer our Moles provision. We apologise for any difficulties this may cause for parents. However, at present we are just not able to allocate sufficient staff members to supervise it adequately. As I am sure you appreciate, staffing in



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classrooms and year groups is our focus and restricting the crossing of bubbles for staff members, wherever possible, has to be our priority.

## 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.
- We ask that children continue to 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 have 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.
- A reminder that if older children who are walking home need to bring in a mobile phone, a permission form **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?

All of these systems remain in place from last term:

- Within school, children will remain in their 'bubbles' using the same classrooms, groups areas, toilets etc. They will continue to 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; 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 still be limiting 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?

The school caterers are ready to continue with hot school meals. We will assume your child(ren)'s lunch choices remain the same as last term, unless you have notified the school office.

## What next?

We will continue to review systems to ensure that we are doing everything we can to keep our children, staff and families safe and we will notify you as to when Moles, clubs and swimming recommence. However in the meantime should you have any questions or queries please do not hesitate to contact us. See you all next week!

Yours sincerely

A handwritten signature in black ink that reads 'J L Douglass'.

Mrs J L Douglass  
Headteacher