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25th February 2021

Dear Parents and Carers

Information for Parents for Children returning to school on 8th March

We are looking forward to welcoming all children back to school on 8th March. Whilst much of the information remains the same as when we returned in September, please do take the time to read the attached information as there are some changes.

Children in **years 2-6** will be in **class sized bubbles in the classroom** and will be in **year group bubbles** on the playground. **Year R and Year 1 will be in year group bubbles both inside and outside.** We will be reminding children continually about the importance of handwashing and infection control to maintain our safe school environment.

The teachers will help the children to feel comfortable, address concerns and help to build resilience, as they settle back into school. We will focus on building relationships, acknowledging anxieties and creating a sense of belonging. We will rebuild our sense of community, celebrating what children have achieved and share positive experiences. We want to ensure our pupils feel comfortable with all the new arrangements. We will give children the time and space needed to adjust. Please do speak to your child's teacher if you have any concerns, particularly where children may have experienced loss over the time of lockdown.

Attached, you will find more information for the March return together with the staggered timings and details of drop off and collection. These plans will be reviewed as necessary and are all subject to updated guidance from the Government.

We are very much looking forward to welcoming all children back as we look forward to Spring and Summer terms. Thank you for your continued support. If you do have any queries, please contact the school office.

Kind regards,

Mrs C. Dancer
Academy Head



Practical arrangements for the re-opening of school on 8th March

Arrivals and departure - staggered times

Please do not arrive more than 10 minutes before your start or finish time.

- Only one parent may drop off a child.
- Please observe social distancing and **leave the premises as soon as you have dropped off or picked up your child**. It is important that our families drop off or pick up promptly due to the next bubbles arriving or departing. (The only exception is if you are waiting for an older sibling)
- Older siblings in years 3-6 may arrive at the same time as siblings in Year 1 and 2. They should walk straight round to their classroom independently. If you are waiting for an older sibling at pick up, please wait on the playground –observing social distancing.
- If you are a working parent and need support with staggered times, please do speak to your child’s teacher. We will try to find ways to support you. All children should be picked up by 3.15pm. Please book sessions at our after school club if you need childcare after this time.
- There is no access to the school building to parents. Please phone or email the office if you need to speak to anyone. (The office will be open 8.30am – 3.30pm)
- Enter on foot via the drive-through entrance. Turn right and go to the main school gates. (Year 1 drop-off and pick-up at rear staff carpark)
- Please observe the one-way system at the main gate and into the school grounds. Exit via the drive-through exit gate unless otherwise directed.
- Please note that the gate between the school and Carrington Lane is an EXIT gate ONLY.
- **There is no parking for parents onsite**. (The drive-through gates are being used for parents and pupils to enter/leave on foot)
- No parking on the zigzags or yellow lines
- Parents and carers should not gather at the gates.
- Please do not enter the school building without prior appointment.

In order to maintain social distancing, and to allow safe entry and departure of pupils, it is very important that you adhere to these timings. Please allow 2m+ social distancing in line with current Government guidelines, and parents should wear face coverings. Please keep your child(ren) with you once you have collected them.

Timings – 8th March onwards

	Arrive (gates open 8.30am)	Leave (gates open 2.55pm)
Reception	8.35am (y6 playground)	3.00pm (Friday: 1.00pm) (Y6 playground)
Year 1	8.40am (Rear staff carpark)	3.10pm (Friday 1.10pm) (Rear staff carpark)
Year 2	8.40am (queue with 1 parent on y1/2 playground)	3.15pm (Parent queue on y1/2 playground) (Friday 1.15pm)
Year 3 and 4	8.45am Kiss and drop at gate. Children walk straight round to class – no need to queue.	3.10pm (Parent queue on y3/4 playground) Friday: 1.10
Year 5 and 6	8.50am Kiss and drop at gate. Children walk straight round to class – no need to queue.	3.15pm Friday 1.15 (Parents wait in drop off area – children will wait by gates).
Fridays: school closes at lunchtime For working parents who have booked into Friday Afternoon Childcare, pick up time will be 3.15pm all year groups.		
There is no vehicular access to school. Parents and children should enter school via the vehicle access gate and proceed to main entrance – observing social distancing.		

What to bring

- A clearly named water bottle (containing water, not squash or juice)
- A clearly named packed lunch (if not having a hot school meal)
- A snack – **fruit/vegetables or breadsticks only**
- A named sun hat or waterproof coat as appropriate. Children are spending a lot of time outdoors. Sun cream should be applied before school.
- Any school library or reading scheme books to be returned in the red boxes

Uniform

Uniform helps to give children a sense of identity. Please ensure that children are wearing the correct uniform. It is obviously essential that items are clearly labelled, especially school uniform sweatshirts. Children should wear trainers if they wish, not school shoes. This avoids bringing additional items in school, whilst still allowing them to take part in physical exercise. Coats (if worn) should be brought into the classroom and kept on each child's chair or in the cloakroom. Children will be advised.

Weather appropriate

Please ensure your child is dressed appropriately for the weather. We will be outside as much as possible. Sun cream should be applied before coming to school and all children should have sun hats. If it is chilly or raining, please ensure your child has a jumper/waterproof coat.

Lunch

Children may bring in a packed lunch from home or order a school dinner. Hot “takeaway” lunches will be provided by the kitchen (menu available on the website [here](#)). Y1 – 6 pupils will eat these in their classrooms. Pupils will continue to inform their teacher of their meal choice during morning registration. Please pay for lunches as usual online via your child’s Scopay account. For children in school who are entitled to FSM, lunch will be provided at school. Please do contact the office if you wish to check your child’s eligibility for free school meals, especially if your circumstances have changed. This could be worth in excess of £400 to you for each child over a year. Children should bring a water bottle to school and take it home each day for thorough washing at home.

Snacks

The Coolmilk milk scheme for pupils is expected to restart after the Easter break. We are awaiting an update regarding the Government Infant fruit scheme, and will update parents as soon as can. If your child wishes to bring in a break time snack from home, they may bring in fruit/vegetables or breadsticks. This should be packed separately from their packed lunch and clearly named. Please ensure that no nuts or products containing nuts are included in snacks or packed lunches.

Equipment

Children must bring a named water bottle to school and a lunch box if they are having a packed lunch. Children can bring in a small ruck. No other equipment is necessary. Children may bring in library or reading scheme books to return, and there are red boxes to deposit these. These will then be sealed and stored and will not go straight back into stock.

Attendance

As per the latest DFE guidance, school attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply. The Kite Academy Trust Attendance Policy can be viewed [here](#). We would also remind you of the importance of punctuality, as lateness can affect your child’s attendance as well as impact on learning.

No one with Covid-19 symptoms should attend school for any reason. You are expected to notify school in the normal way if your child is unable to attend, as all non-attendance will be followed up. We are unable to authorise holidays in term time. If your child displays any symptoms of Covid, you will need to arrange for them to be tested. They may return to school once they have received a negative test. Parents will be informed if there is a positive Covid test in their child’s bubble, and it may be necessary to close the bubble at short notice. If we have concerns that a child is unwell at school, we will ask parents to come and collect them.

First Aid and Medication

All classes carry a simple first aid kit to deal with minor issues. If your child needs further support following an accident or is unwell, the office staff will look after them and parents will be contacted. Existing medication protocol will still apply. Staff are not able to administer any medication that has not been prescribed to that child. Asthma inhalers will be safely kept in classroom bubbles. Epipens will continue to be stored in the school medical room and office staff will be on hand to deal with such emergencies. If a child requires medication, it should be handed to the class teacher when they are being dropped off who will bring it directly to the school office. A medication form will need to be completed by parents to accompany any new medication. Please request one by emailing or calling the school office.

Physical contact

The government recognizes that social distancing is not always possible, especially with young children. If a child is upset, staff will support as necessary by talking. If that involves a hand on a shoulder or the squeeze of a hand to reassure, that will be done if necessary. The welfare of your child is important. Our stringent hand washing procedures mean that any risk is kept to the minimum. If your child becomes upset and would be better off at home with you, we would of course telephone you.

Curriculum

Teachers will spend some time getting to know the children and building relationships. Hygiene and infection control will be part of the curriculum. Children will have an opportunity to share and celebrate any achievements during lockdown. There will be no formal testing when children return. Teachers will begin to identify learning needs, working with the children, and these will be addressed in the coming weeks as appropriate.

School Office

There will be no access to the office unless by prior appointment so please contact the office by phone or email for any queries. Please ensure that any prescribed medicine is in date and staff are notified of any changes to any medical care plans. If a child requires medication, it should be handed to the class teacher when they are being dropped off who will bring it directly to the school office. A medication form will need to be completed by parents to accompany any new medication. Please request one by emailing or calling the school office. The office will be open each day from 8.30am until 3.30pm.

Cleaning

Each class has a cleaning pack which will be stored safely – staff will regularly wipe down equipment. Toilets will be cleaned regularly throughout the day in addition to our normal cleaning schedule. Special attention will be paid to frequently touched areas such as door handles and light switches.

Risk Assessment

Please be assured that the staff have all been working really hard to reduce risks as far as possible both for children and teachers; full risk assessments have been carried out. These are under constant review as new information is received and the situation changes. These are unprecedented circumstances and any reviews may require a change in arrangements.

Face coverings

The government guidelines are that PPE and face coverings are not necessary for primary pupils in school. Children will be mixing with the same group in bubbles and strict handwashing and infection control is in place to minimize any risks. No child or member of staff will remain at school if they display any symptoms. The office does have PPE equipment to be used where necessary in line with guidelines, for example if looking after children who become unwell. We ask that parents continue to wear face coverings whilst on the school grounds during drop-off and pick-up times.

Travel to School

We encourage all families to leave the car at home where possible. If you wish your child to bring a bike or scooter, this can be stored in the bike rack as usual, as long as your child is able to lock it up themselves. Children should walk around to the bike rack once in school. Please note, we are unable to take responsibility for any bikes or scooters left on the premises.

Breakfast and Afterschool Club

This will be open for Years R-6 with our usual opening hours 7.30am – 8.40am and 3.15pm – 6.00pm Please book and pay in the normal way, online via Scopay. Please note that children will not be in class bubbles – but every effort will be made to keep children in consistent breakfast/afterschool club bubbles during this time.

Friday afternoons

School will be closing at lunchtime on Fridays. Childcare will be in place for working parents who are unable to collect their child early. If you have not used the Friday afternoon childcare previously, but your circumstances have changed, please contact the school office for information on how to book. There is no charge for the Friday afternoon provision, but please note the normal After School Club session rates apply from 3.15pm – 6.00pm.

Pupil Assessment and SATS

The Government have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics. They are planning for a full programme of primary assessments to take place in the 2021 to 2022 academic year. Therefore, teachers will carry out their own internal assessments to help us identify learning gaps, aid teacher planning and enable us to give information to parents on their child's attainment in their annual report.