



Monday 2nd November '20

Guidance for Parents and Carers

Information extracted from full risk assessment undertaken at Princess Frederica Primary School following Department for Education guidance. Following guidance is subject to change at short notice. Parents/carers are advised to read this guidance carefully and read further updates when they are released.

Should I send my child to school today?

- Please take some time to read when you should keep your child at home. If your child is presenting symptoms linked to Coronavirus, they should be taken for a test and the school informed of the result. Your child should not come to school if they have symptoms.
- Please refer to the flow chart on the front page in the COVID-19 section of the school website which gives a step by step guide to support decision making on if you should send your child to school or not.

My child (or someone in the household where my child lives) has tested positive for COVID-19. What should I do?

- You MUST NOT bring your child to school.
- **You should email covid@princessfrederica.com immediately with your child's name and class (or class teacher) and a contact telephone number.**
- Read further guidance (Guidance on positive COVID-19 test results) on what to do if this happens and what the school will do in this situation. This can be found on the homepage of the school website in the COVID-19 section.

Please support us to help support everyone IF YOUR CHILD IS DISPLAYING A SYMPTOM BELOW, THEY MUST NOT COME TO SCHOOL
<ul style="list-style-type: none">• a high temperature: this means you feel hot to touch on your chest or back• a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)• a loss or change to your sense of smell or taste: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>
<ul style="list-style-type: none">• Vomiting - Your child should only return to school 48 hours after the last episode.• Diarrhoea - Your child should only return to school 48 hours after the last motion. <p><i>Not confirmed as symptoms of Covid by PHE but could be symptoms of the virus and strict accordance with the above should be followed</i></p>
<ul style="list-style-type: none">• Chicken Pox - Your child must remain at home until all the spots have crusted over. This is usually 5 days after the spots first appeared.• Lice/Nits - Please treat this as soon as you notice. Please regularly check your child's hair (child can come to school but must wear long hair in a neat pony tail).

IF ANYONE IN YOUR HOUSEHOLD HAS SYMPTOMS OUTLINED BELOW, EVERYONE IN THE HOUSEHOLD SHOULD ISOLATE UNTIL A NEGATIVE TEST RESULT IS OBTAINED
<ul style="list-style-type: none">• a high temperature: this means you feel hot to touch on your chest or back• a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)• a loss or change to your sense of smell or taste: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>

Coronavirus

- It is absolutely crucial that you as parents and carers are aware of the symptoms of Coronavirus and do not bring children to school if either yourself or a member of your family who lives in your household have symptoms. The homepage on the website contains the latest guide on symptoms to look out for.



- Any child displaying symptoms of coronavirus will be kept in the school isolation room until they can be picked up by their parent/carer. It is the responsibility of the parent/carer to have their child tested as soon as possible and to advise the school of the result as soon as it is known.
- We suggest parents and carers check children's temperatures before they come to school. Temperatures will not be checked as children come on site.
- Children and staff are not expected to wear a mask when inside the school building. Any visitors inside the school building are to wear a mask at all times including parents and carers.
- The school supports the NHS Track and Trace system.

IMPORTANT

Thorough hand washing with soap is one of the most important things we can do to combat any possible spread of the virus and strongly encourage hand washing to be carried out regularly. When in school, children will be regularly washing their hands. Please talk to them about the importance of this measure. Thank you.

The School Site

- One-way system implemented within the building (corridors and stairwells) to minimise contact with other year groups.
- Doors propped open to increase ventilation and reduce use of door handles. Windows also kept safely open.

The School Street scheme

- Purves Road will be closed from roughly 8:15am to 9:15am in the morning and then again from 3pm to 4pm in the afternoon to improve safety for everyone as well as enabling a greater level of social distancing.
- Vehicles may still use the street if they live on the road so please be aware of this.
- If you are cycling on this street during the highlighted times, please be respectful of people walking.

Class Bubbles and Year Group Bubbles

- Children will spend the majority of their time in school within their class bubble in their classroom.
- Children will sometimes spend time within their year group bubble (their class and the other class within their year group). The only time this will happen indoors is in the main hall and dining hall where the classes will stay separate from each other at either ends of the two respective halls. Both halls will remain well ventilated.
- Year group bubbles will be used during playtimes when children are outside and risk of transmission is low.
- Specialist teachers will teach across the school following guidance set out within our risk assessment and government guidelines. For us, this is Mr Tang, Mr Chantler, our two French teachers and other specialist music teachers from Brent Music Services.
- Children will stay in their year group bubbles at break time and lunch time.
- Reception and Nursery have access to own allocated outdoor areas.
- Natural barriers will indicate clearly to children what zones they are to use at break time and lunch time.

Equipment, resources and equipment that children can bring in

- Equipment will be kept in plastic wallets (these will be named). No sharing of resources allowed. All children in the whole school will receive a plastic wallet with their name on it and this will remain in school.
- Outdoor equipment will be kept within a large bag within a class bubble. All classes have their own outdoor equipment for break time and lunch time and is only to be used by the class bubble it belongs to.
- The following grid shows what children are allowed to bring in on a daily basis. Anything else brought into school without prior permission being granted by a member of school staff risks being confiscated.
- In KS2, children are encouraged to bring in a snack for morning break time. Ideally a piece of fruit, or a small pack of raisins (something that doesn't need to be wrapped in plastic).



	Water Bottle	Reading Book	Lunch Box	Morning Snack	Trainers
Nursery	Yes and they must be filled before coming to school and ideally be labelled. They should be washed every evening. They are not to be left at school and must come in daily.	Teachers will advise on reading books. Please follow guidance from them.	All children must bring a lunch box	NA (School will provide)	NA
Reception			Lunch box will remain with your child through day		
Year 1			and will stay in their bag until lunchtime. Lunchbox will be brought home at end of every day.	All children should bring a snack for break time which they can take out to the playground	School shoes to be worn everyday (except PE day) but trainers must be brought into school in bag so can be changed into for Move a Mile.
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					

Children must bring a school bag with them to school every day.

IMPORTANT

Princess Frederica is a nut free school. It is absolutely essential that you do not send your child to school with a snack (or contents of their lunchbox) with nuts or any product that contains nut including but not limited to peanut butter, Nutella, almond slices and pesto. Please also avoid sesame seeds. Thank you for your support in this.

Social Distancing within school

- Classrooms (Y1-Y6) have all tables in rows meaning all children will naturally face towards the front of the room. Tables do not touch but children will be sat next to each other at a table.
- Nursery and Reception focus is on key areas with some chairs and tables.
- While children will be spoken to about social distancing, there is not an expectation that children will keep socially distanced from other children in their class bubble, or when outside, other children in their year group bubble.
- Children will be taught the importance of staying socially distanced from children in different year groups.

Break times and lunch times

- Break times and lunch times will be staggered.
- Children will only be able to play with other children within their year group bubble. There will be no mixing of children from different year groups and areas in the playground will be divided into two for this reason and in order to enforce this very strict rule.
- Children will only be able to interact with the adults within their class bubble and, when outside, within their year group bubble.
- Children will not be allowed to drink from water fountains as these are regarded as high cross contamination risks (these will continue to be blocked until further notice).
- If at break time, children can't go outside due to rain (or another weather condition), children will have a break within their classroom with their class bubble only.
- Children in KS1 (Year 1 and Year 2) will have a 15 minute break in the afternoon.

The Daily Mile (or Move a Mile as it will be known at Princess Frederica!)

- As part of a 30 minute break in the morning, all children from Year 1 to Year 6 will take part in 'Move a Mile'.
- This initiative will be a session in the playground (weather permitting) where children will keep moving for 10 minutes (roughly what it takes an average child to run 1 mile) on the school pitch.
- Children will complete Move a Mile every day within their year group bubble.
- Children will need to bring in their trainers every day. They will change into them for break time and back into shoes afterwards.
- Children will enjoy 15 minutes as free time to play like usual.
- The Move a Mile will not happen where rain or adverse weather prevents children going outside.



IMPORTANT

Children in KS2 (Y3-Y6) must bring a healthy snack with them to eat at morning break. Children in KS1 (Y1-Y2) will have a snack provided for them at morning break.

Lunch times and the dining hall

- If at lunch time, children can't go outside due to rain (or another weather condition), children will have a break within their classroom with their class bubble only.
- Children from Y1-Y6 will eat in the dining hall on a staggered basis with year groups eating together separated with a class one end of the dining hall and the other class the other end.
- Children will only sit on one side of the dining tables so they are not facing on to another child.
- In between sittings, table surfaces will be cleaned and seats will be cleaned ready for the next year group. There will be a 15 minute interval between a seat being used and cleaned and then used again.
- There will be a 15 minute interval in the middle of lunch service for a deeper clean.
- There will be no salad bar but children will be able to select salad options when receiving their hot food at the main counter.
- Each child (Y1-Y6) will have at least 10 minutes to eat their lunch and water will be given to all children. Children will not be allowed to leave the lunch hall until their 15 minute time slot has finished and will leave as a class. This will also encourage children to take more time over their lunch.
- Children in Nursery will eat their packed lunch in their classroom or outside if weather permits.
- Children in Reception will have a choice of sandwiches with fruit and a healthy treat and will eat in their classroom with their teacher.
- If your child is having a packed lunch, this will remain with them until they go for lunch at which point they will take their lunchbox with them from their classroom and take it home again at the end of the day.

IMPORTANT

Children will only remain inside for break and lunch if it is raining hard. Children will be encouraged to go outside and complete 30 minute play as timetabled in the morning and 45 minutes outside for lunch time (other 15 minutes allocated for eating). It is essential children are dressed for being outside in whatever the weather might be. Please make sure your child is dressed for being outside in all weathers!

Water

- Children must bring in their own water bottle for the day and it must be filled with fresh water. Substitute water bottles will NOT be offered. They will bring their bottle home every day.
- If needed, water will be topped up by an adult within their bubble.

Hot Weather

- Children must have sun cream applied before they arrive at school that will last for the school day. Staff will not be able to apply sun cream and children are not allowed to bring sun cream on site.
- Staff within bubbles will carefully monitor children and make sure they are not exposed to direct sun for sustained periods of time.

Cold Weather

- Due to the importance of keeping classrooms ventilated, teachers are keeping windows and doors open where possible. Obviously they will always consider the children's comfort when learning but we are encouraging all parents and carers to make sure that all children come to school with jumpers so that if they are a little chilly in class, they can put these on.
- Please make sure that your child wears a jacket during cold weather.

Staggered Drop-offs

- Drop off times for individual year groups is outlined below. This is subject to change pending risk assessments and as we move through the reopening process.



- Only one parent/carer should drop off and pick up their child – one adult per family (can change but never more than one at any one occasion).
- Children will start and end their day at staggered intervals.
- Children and their parent/carer will be provided with markings on the school fence indicating a 2m distance. Please adhere to this.
- When admitting a child into school, the adult on the gate will not be able to spend significant amounts of time persuading any child to come into school. School staff will do all they can to encourage children into school but if it is taking increased amounts of time, the child and parent/carer will have to move to one side so others can be admitted. Once there is no more queue (and pressure is off), staff will explore other methods in conjunction with the parent/carer to support the child towards joining their class queue.
- When a child is admitted into school, they will line up in front of their class teacher or LSA with the other children in their class.
- If a child arrives within 15 minutes of the indicated admission time, but their class has already gone to the classroom, the child will be admitted through the gate and will need to follow the outlined route learnt with their class to their classroom.
- If a child arrives after the 15 minutes from the admission time indicated and is starting at the earlier time of admission, they will have to wait until at least 9:05 or when Year 6 have gone to their class (whichever is later) until the child can be admitted through the school office.
- Parents/carers dropping children into the school office late will have to wait until there is nobody in the school office area. They are then to bring their child into the school office and sign them in electronically. Parents/carers must wear a mask when in the school office area.
- If a parent/carer has more than one child to be dropped off at the same time but at different entrances than they should drop off children in Year 1, 2, 3, 4 first, then Year 5, 6 with Foundation Stage last.

Year group	Drop off time	Drop off Location
Nursery	8:40	Nursery entrance where Purves Road meets College Road. Parents and carers to line up back along towards the main school office entrance.
Reception	8:55 (may start to queue at 8:50)	
Year 1	8:45	Double gates into KS2 Playground. Parents and carers to line up back along Purves Road away from the school.
Year 2	8:40	
Year 3	8:55 (may start to queue at 8:50)	
Year 4	9:00	Main entrance. Parents and carers to line up back along Purves Road towards the entrance to the KS2 playground.
Year 5	8:40	
Year 6	8:55 (may start to queue at 8:50)	

To exit away from school once you have dropped your child off (See diagram for visual on one way system)	
Nursery	Continue past the entrance and either use the Zebra crossing to cross College Road or continue over the bridge away from school.
Reception	
Year 1	Either continue along Purves Road on the school side or cross (when safe to do so) if you wish to walk away from College Road.
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

IMPORTANT

Time keeping will be crucial to a safe and calm start to the day. Parents and carers are strongly advised to make sure they are not too early or too late for lining up. If your child is starting at an earlier start time, you can queue anytime leading up



to the admission time indicated. If your child is starting at the later admission time, you must not start queuing until 5 minutes before admission time.

Staggered Pick-ups

- Pick up times for individual year groups are outlined below. This is subject to change pending risk assessments and as we move through the phased reopening.
- Only one parent/carer should drop off and pick up their child – one adult per family (can change but never more than one at any one occasion).
- Children will remain with their teacher in their allocated space until a parent/carer arrives to pick them up.
- Children will be dismissed one at a time once a parent/carer has been viewed by the member of staff dismissing.
- Year 5 and Year 6 children may walk home without a parent/carer once a permission form has been signed (a new permission form must be signed this year). These children will be dismissed during short intervals and instructed to walk straight home and not to congregate together outside school.
- Please note different access points to pick your child up and the direction that queuing is suggested.

Year group	Pick up time	Pick up Location
Nursery	12:00 (P/T) 3:15pm (F/T)	Nursery entrance. Parents and carers to queue back along Purves Road and children will be dismissed one at a time by a member of school staff.
Reception	3:30pm	
Year 1	3:25pm	Double gates into KS2 playground. Parents and carers to wait in allocated spaces for year groups inside the main KS2 playground entrance. These will be indicated by a sign on a cone indicating the class name. The area for parents and carers to congregate is of a size that enables distancing from each other. Children will then be dismissed one at a time by a member of school staff. Parents and carers to leave with their child as soon as together through the double gates.
Year 2	3:20pm	
Year 3	3:35pm	
Year 4	3:40pm	
Year 5	3:20pm	Main entrance. Parents and carers to queue back along Purves Road from the main office entrance and children will be dismissed one at a time.
Year 6	3:35pm	

To exit away from school once you have picked your child up (See diagram for visual on one way system)	
Nursery	Continue past the entrance and either use the Zebra crossing to cross College Road or continue over the bridge away from school.
Reception	
Year 1	Leave the school playground and either cross the road to walk away from College Road or remain on the pavement on the school side and walk towards College Road.
Year 2	
Year 3	
Year 4	
Year 5	Either continue along Purves Road on the school side or cross (when safe to do so) if you wish to walk away from College Road.
Year 6	

Late pick ups

- We urge parents/carers to be on time for pick up but understand there might be times where this is unavoidable.
- Teachers/LSAs will wait with children for 15 minutes (from the indicated pick up time) if weather permits. If a child has not been picked up, they will be taken to the dining hall. Children can be picked up from the dining hall by pressing the buzzer labelled as Kenzalia. Children will sit at an indicated year group table. The parent or carer will have to wait while the child is brought out to the office entrance and the child will have to be signed out. Year 5 and Year 6 children, parents and carers will take priority at this entrance during dismissal so please be patient if you are late picking up.

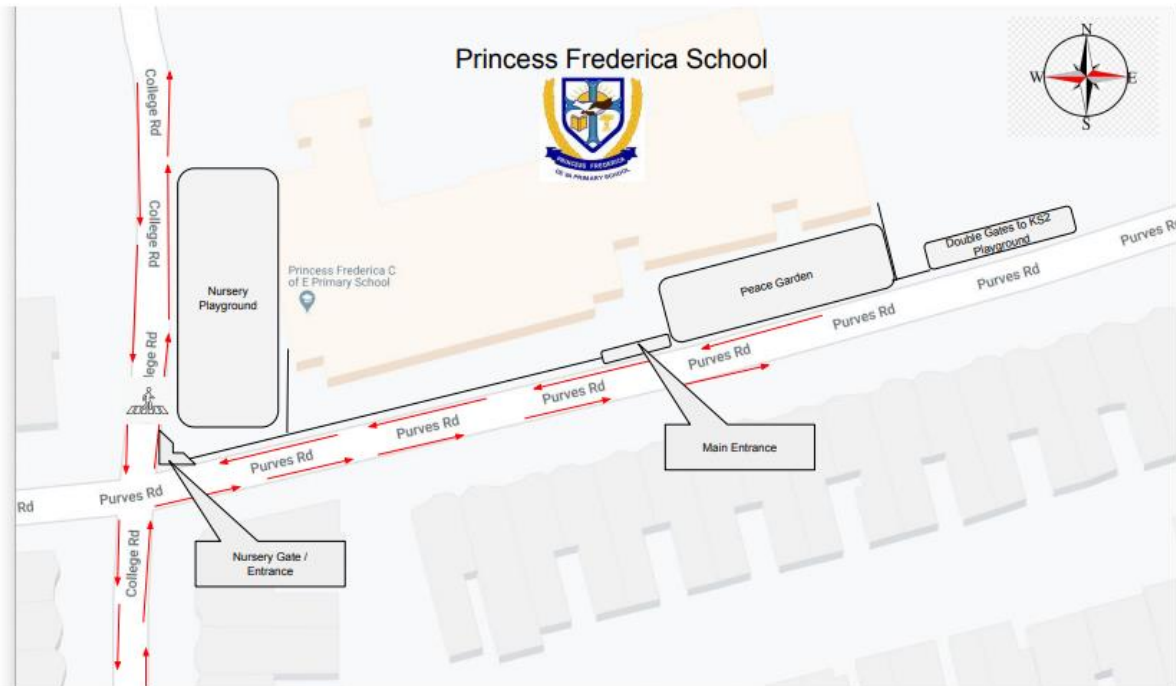
IMPORTANT

We understand there might be times where your child is to be picked up by somebody different. If this is the case then please make sure you email the office (admin@princessfrederica.com) BEFORE 3pm outlining the name of your child and



the person they are going home with. Teachers will not release children to other parents or carers if they have not been notified by the office. Please respect latest Covid guidance on this issue.

The One-way system employed outside school



→ Red arrows indicate direction's parents / carers should walk / queue

Rain (or other adverse weather) at drop off and pick up

- Children are to be dropped off at their allocated times even if it is raining. Teachers will take the initial group of children straight to the classroom with any children arriving in the following 10 minutes permitted to go straight to class following the route they do every morning. If raining hard, any siblings having to wait for a later start time will be permitted to go straight to their classroom. This does not impact on other children who will be arriving at the normal start time. They will be directed to go straight to class when they arrive.
- At the end of the day, if it is raining very hard, children will be picked up at indicated times as usual with siblings sent down earlier where possible. This is only when raining hard as it is challenging to do logistically. Teachers finishing at later times will come down a little earlier too where possible.
- Year 5 and Year 6 children are not permitted to walk younger siblings home so they will remain at school until picked up by a parent or carer.
- It is essential children (and adults picking up) are appropriately dressed for adverse weather and possible waiting times.

Travel to and from school

- Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport. Unfortunately, at present, we can't store bikes or scooters on site.
- Children who travel independently must travel by foot (Y5 and Y6).



- Parents and carers encouraged to use either side of the road when walking with their child. Discussions between parents and carers from different families on route to school are discouraged as it does not comply with social distancing guidance.
- Parents and carers encouraged to arrive no more than 5-minutes before allocated drop-off and pick-off time, and to leave immediately via the most sensible route (ie not across a line of queuing parents/children) to reduce any possible congestion.
- Only one parent/carer can be at the allocated gate at pick up/drop off times. No parent will be admitted on school site. This is to minimise the number of adults who may spread the virus being in one place. Parents should communicate with the school by telephone if they need to pass on information or require assistance.
- Parents will be required to line up at a social distance at their allocated pick up/ drop off gate. Please respect each other when waiting.

Communication

- If parents/carers need to communicate with a member of staff, they should email admin and a response will be provided by their teacher as soon as possible. This will either be in the form of an email response or a telephone call.
- When emailing admin please detail your child's name and their class teacher in the heading. If requesting a call back, please indicate best phone number to make contact on.
- There will continue to be regular whole school updates sent to all parents and carers and updated on the website.

Hand Washing

- Children will be reminded regularly about the crucial importance of hand washing. Please make sure your child understands how important this is before they come back to school.
- Hand sanitiser dispensers provided in entrance to school and in each classroom.
- Hand washing facilities with soap (liquid dispenser), foam soap dispenser and water in place in classrooms and toilets. Each class bubble will have two types of soap (liquid and foam) and a basin in their classroom. Boxes of tissues will be available in each classroom as well as a lidded bin as well as paper towels (not in the dispenser).
- The guidance for effective hand washing that has been shared with all staff can be found here. Please follow this with your child as this will be expectation at school: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Children should wash their hands and will be reminded to do this at the following times:
 - After coming into school
 - After sneezing or coughing
 - Before and after handling or eating food
 - After going to the toiletChildren will wash hands on exit to the garden, and on arrival back into the classroom
- Children will be encouraged by staff to avoid touching their face with unwashed hands.
- Non-contact hand dryers provided in all pupil toilets.
- Display posters in all toilets and by sinks to remind pupils/staff to wash hands in line with good practice (e.g. at least 20 seconds)

Sneezing and Coughing

- Boxes of tissues and lidded bins in all classrooms.
- Staff will remind children to catch coughs and sneezes in tissues. Please talk to your child about this at home too.
- Catch it, Bin it, Kill it posters displayed around the school.
- All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. Please talk to your child about this at home too.
- Staff will remind children about social distancing where possible, especially with children from different year groups.



Hygiene

- Site staff will regularly clean children's toilets during the day.
- Alcohol hand sanitiser provided at the office entrance and should be used by all persons when entering/leaving.
- Tissues will be provided in every classroom.
- A refillable soap dispenser and a separate liquid soap pot will be available in every classroom.

Medical (including medical appointments)

- Medicine can only be supplied to a child if it is prescribed by a doctor or if it already forms part of a child's medical plan.
- Epi-pens will be kept within the classroom as well as in the Welfare Office. It is essential that we have two of these that are in date. Ms Amponsah will contact parents/carers directly about this.

Appointments for children during school time

- Any appointments that require children to leave school should be avoided.
- If totally unavoidable, appointments should be at the start of the day or the very end of the day.
- Please email the school with the appointment letter in advance. An absence request form will not need to be filled out in this situation.

PPE in school

- Under current guidance, children are not required to wear PPE.
- Children will be spoken to by staff on why different types of PPE might be worn by staff at different times during the day. It might also be a good to talk to your child about this before they come to school.
- Any visitors inside school (including parents and carers) will be required to wear a face mask.
- Under certain circumstances, staff may wear PPE.

Breakfast Club and Kenzalia

- Breakfast club is now operational with children able to attend daily. Booking your child in must be done the day before. Breakfast club is available to children from Reception to Year 6 with a 15 child cap on numbers.
- Breakfast club starts at 7:45am. Please buzz for Kenzalia when you arrive and a member of staff will meet you at the office entrance. You will be asked to sign your child in. Your child will go straight to class from breakfast club.
- Kenzalia provision offered is for Monday to Thursday with no Kenzalia provision on a Friday afternoon. This will be reviewed again in December.
- Kenzalia will run from after school until 6pm.
- When picking up from Kenzalia, parents and carers must buzz and state the name of their child. A member of staff will bring your child to the office gate and they must be signed out by the collecting adult.
- All children going to Kenzalia must be picked up. Children are not to walk home alone.
- Kenzalia will remain open to children in Year 1 to Year 5 only. We have prioritised the year groups that historically use Kenzalia the most. We apologise for inconvenience this may cause.
- Kenzalia will run with a limit of 15 children in total. All children must be booked in through the Gateway.
- Clubs will not start until Monday 7th December at the earliest. We will be looking at running for 2 weeks before Christmas to see any issues to do with risk assessment that can then be addressed before January.

School Curriculum Offer

- Our Online Support Curriculum can now be found on the school website in the curriculum section. This contains links to Oak National lessons and should be used by any child that is currently at home (E.g. quarantine) but is physically and mentally able to work. This curriculum should be followed until your child is ready to return to school. It should be implemented from the first day of absence. This provision will be updated on Monday 9th November.



- If there is either a class bubble, a year group or whole school lock-down (where whole schools are directed to close) and the majority of children are learning at home, the teachers will switch to teaching children remotely. It will be a scaled down version of the school curriculum but would serve to ensure there is continuity. Teachers will be leading learning using G-Suite (The Google platform) and children are being spoken to about how to use this. You will find further information on how this offer will work in greater detail on the curriculum page on the school website and further information by email will be sent in the coming days.
- Further information on curriculum offers can be found on the curriculum page on the school website. There is a curriculum overview document giving more information on the different curriculum offers.

<http://www.princessfrederica.brent.sch.uk/curriculum-overview.html>

The School Library

- We are very proud of our well stocked library at Princess Frederica and have been working on a way that children can safely return to regular library visits while maintaining sufficient time between year groups.
- There will be a four week rota which will enable each class to spend time browsing and then borrowing books once every 4 weeks. The children will be able to borrow at least two books when they visit the library providing that they return outstanding loans.
- If you have any school library books at home, please send them back into school with your child so that they can be returned to the library.
- Year 2 to Year 6 are encouraged to complete reading quizzes when they finish a book they have chosen to read. The quiz is part of the Accelerated Reading Programme. Children can login by following the link: <https://ukhosted3.renlearn.co.uk/1922510/Public/RPM/Login/Login.aspx?srcID=s>
- More information about the school's approach to reading can be found on the school website under curriculum.

Dates classes will visit the library on a 4 week cycle

Nursery - Mon 16th November
Reception - 2nd November
Year 1 - 5th November
Year 2 - 23rd November
Year 3 - 20th November
Year 4 - 10th November
Year 5 - 13th November
Year 6 - 27th November

Class Assemblies

- Class assemblies are an important part of the school calendar. Having parents and carers in attendance to support their children is crucially important and so we have decided to move all class assemblies to the second half of the coming academic year. Class assemblies will start with Year 6 soon after the February half-term.

Key Dates for the Academic Year 2020-21 and meetings including Parent Meetings and Reports

- No events where parents and carers are welcomed into school are planned for the autumn term.
- Any meetings for parents and carers will take place over Zoom for the first half of the autumn term.
- Teachers will provide an update to parents and carers on academic attainment at the end of autumn half-term 1.
- The school is committed to following its structure for parent meetings with settling in meetings for Nursery and Reception parents/carers soon after the autumn half-term and meetings for Y1-Y6 parents/carers soon after the Christmas break. The form these take will be communicated in due course.

School Uniform (clothing)

- Children are to wear school uniform when attending school including shoes.
- Parents and carers are urged to make sure clothing that children wear during the day is washed regularly.



- As a school we are committed to children enjoying their breaks and lunch times outside. Children will play outside in all weathers. Please make sure they are dressed appropriately for school.
- No accessories such as hats, scarves, sunglasses, decorative hair bands (please read the uniform policy carefully).
- Sensible and suitable footwear (no flip flops/crocs/heels/flimsy sandals which present trip hazards).

IMPORTANT

The rewards of playing outside and enjoying fresh air are great. It is crucially important that you make sure that your child comes to school ready for the weather ahead. This is especially important as we head into colder months where jackets become essential and warmer clothes important so children can enjoy their time outside.

Office

- Office staff will be separated from the office waiting area by the glass screen which will not be opened more than a couple of cm to protect our office team. Please respect this.
- We ask all visitors/parents/carers to wear a face mask while in the school office and for moving through the school if your visit requires this and it has been authorised.
- Equipment should only be dropped off during the day into the office if it is urgent that your child requires it. Forgotten trainers must not be dropped at the office.

Documents for parents and carers

- On the homepage of the website, you will find a link to documents for school. These will be word documents of forms you may need over the year. Please edit these and send to the office rather than visiting the school office. We also intend that this will cut down on time or reasons altogether to visit the school office during the day.

PE and Swimming

- Starting from the first full week of school, children should come to school wearing their PE kit on the day they have PE. Children should not bring in a change of clothes. This will apply for the full academic year so jumpers and jogging bottoms will be needed. PE kits should not be left in school (we are aware some kits are still here at school and teachers will organise for these to come home with your child early in the new academic year).
- Year 3 will not go swimming this academic year. We have adjusted the PE curriculum to reflect this with children who should be swimming this academic year starting instead in September 2021 when they will be in Year 4. Moving forwards, children will always swim when they are in Year 4. We will also be considering the term of swimming that children in Year 3 last term missed out on.
- PE kits should be worn into school on the day your child has PE. They will be worn home again. Please see below for details of what day your child has PE.
- Children will ideally wear their plimsolls for their PE day or plain black trainers. We are going to trial for 5 days next week children wearing school shoes all day and NOT changing into trainers for their break and Move a Mile. Children will complete their Move a Mile on the soft surface of the pitch and we believe the majority of children's shoes will be fine on this surface. This change is due to the changing of shoes both before and break taking a significant amount of time and eating into precious learning time. Thank you for your patience while we assess what works best.
- Nursery will need suitable footwear for PE but will not change for this lesson.

Class	PE Day
Reception France	Monday and Tuesday
Reception Paris	Monday and Wednesday
Year 1 (Canada and Ottawa)	Friday
Year 2 (USA and Washington)	Thursday
Year 3 (Australia and Canberra)	Wednesday
Year 4 (New Zealand and Wellington)	Monday
Year 5 Lisbon	Thursday
Year 5 Portugal	Wednesday

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Year 6 Russia	Tuesday
Year 6 Moscow	Friday

Information from the DFE for parents and carers about going back to schools, nurseries and colleges in the autumn term.
https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term