

Friday 10<sup>th</sup> July 2020

Dear Parents/Carers,

## Whole school opening for September 2020

Thank you very much for your ongoing support and understanding during this difficult time. We would like to update you on the whole school opening in September. School will be open to **all** year groups for **all** children from **Thursday 3<sup>rd</sup> September 2020**. Except Nursery and Reception children, who have their own individual start dates.

Whilst we are able to open the school for all children, it will still look a little different to normal times as we follow the guidelines set out for us by the Department for Education. The aim of this letter is to answer the questions you may have. As always, our key priority with this will always be the safety of our pupils and staff. With that in mind over the last week, our Senior Leadership Team have been developing and reviewing appropriate risk assessments and management strategies to enable this to happen.

Please read the information below carefully as it outlines how the school will operate from Thursday 3<sup>rd</sup> September 2020.

### Hubs

The children will be kept with others in their class and form a hub. These hubs will have 30 children and will be kept separate from other children in the school. Break times and lunch times will be staggered so that only one hub is in an area at any one time. There will be no whole school assemblies in the hall. They will have designated staff and classrooms. As per the government guidelines, staff are now able to go between hubs as long as social distancing is maintained. This is how we will cover teachers' entitled Planning, Preparation and Assessment time. We will continue to ensure that regular hygiene routines are established and maintained. This includes washing hands, keeping surfaces clean and not sharing unnecessary materials.

### Social Distancing

Following guidance from the Department for Education we are asking that only one adult drops off or collects their child. We expect all parents and children to adhere to social distancing guidelines when on the school premises. To help us stick to these rules we are implementing a soft start and staggered collection times across the year groups. It is essential that you stick to these times so that we can keep everyone safe. Break times and lunch times will also be staggered so that hubs are kept apart.

### Gates

In order to make drop off and pick up times as smooth as possible please take note of the new gate system.

- **EYFS/KS1 Gate** – All children from Nursery, Reception, Year 1 and Year 2 will enter and leave school via the gate closest to the shops (currently the 'OUT' gate).
- **KS2 Gate** – All children from Year 3, Year 4, Year 5 and Year 6 will enter and leave school via the gate closest to the church (currently the 'IN' gate).

### Morning drop off

We are going to operate a soft start approach to our morning drop off times. School will open at 8:40am and children will need to be in school ready for registration by 9:00am. Children can arrive at any point between these times. Children will need to be dropped off by their designated gate and make their own way to their classrooms. Only Early Years (Nursery and Reception) parents will be able to come on site to take their children to their classrooms.



# Alban Wood Primary School and Nursery

The Brow, Watford WD25 7NX

01923 678247 : [admin@albanwood.herts.sch.uk](mailto:admin@albanwood.herts.sch.uk) : [www.albanwood.herts.sch.uk](http://www.albanwood.herts.sch.uk)

Executive Headteacher: **Paul Sutton** – Head of School: **Hazel Pinder**



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## Pick up times

We are going to continue to stagger the end times of the day to limit parents waiting at the gate. Children will be brought to the gate at their allocated time and should be collected from there. EYFS parents will be able to collect their children from the classrooms. Please see the table below for details.

Gate	Year Group	Pick up Time
EYFS and KS1 Gate	Nursery	12:00/3:00pm
	Reception	3:00pm
	Year 1	3:05pm
	Year 2	3:10pm
KS2 Gate	Year 3	3:00pm
	Year 4	3:05pm
	Year 5	3:10pm
	Year 6	3:15pm

## What to bring to school

All children in KS1 and KS2 must have a pencil case with basic stationery including pencils, pens, ruler, rubber, pencil sharpener etc. which will remain in school; this is essential as children must not be sharing pens and pencils. Where this is not possible the school will provide the children with all stationery. The school will provide all stationery for Nursery and Reception children.

Children should bring a book bag / small bag to school with their PE kit, reading book and record, **full water bottle** and anything your child's class teacher suggests they bring. Nursery and Reception parents must provide a change of clothes.

## Resources

Within the hubs there will be resources available such as reading books and learning resources that will be used only by the children in that hub. Shared resources will be kept to a minimum and thorough cleaning will be in place where resources are shared.

## Lunch

- **EYFS/KS1 Lunches** – All children in Reception and KS1 are entitled to a school dinner. They can bring a packed lunch if they prefer.
- **KS2 Lunches** – We will be continuing to offer hot school dinners only to children who are eligible for Free School Meals. If this does not apply to your child, please send them into school with a packed lunch.

If your circumstances have changed and you think you may now be eligible for Free School Meals, you can apply online at <https://www.gov.uk/apply-free-school-meals>

## Uniform

The children will be required to come into school wearing the full school uniform. A reminder that shoes must be black – plain black trainers are acceptable. Please read the School Uniform Policy (found on the school website) if you are unsure.

## Attendance

Attendance from September is **mandatory**. We will continue to do our attendance monitoring and contact you if your child's attendance drops below 95%. The Government has made it clear that persistent absence is unacceptable and fix penalty notices could be issued if your child has 15 unauthorised absences.

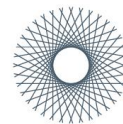


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## Communicating with school

In order to stay in line with government and Department for Education guidelines, we are asking for you to contact the school via email ([admin@albanwood.herts.sch.uk](mailto:admin@albanwood.herts.sch.uk)) or telephone (01923 678247). We want to limit the number of people on site to keep our staff and pupils as safe as possible.

## Medicine

If a child is unwell they should not be in school. Any first aid will continue as it has done previously, however we are only able to administer medication to children with specific medical needs. You will need to discuss this with the office and hand anything in to Mrs Grange with the correct paperwork on Thursday 3<sup>rd</sup> September or on the day the medication is first required.

## Safety Measures

- Please arrive on time, not before and not after
- Try and maintain 2m social distancing where possible
- Where cones are available please wait at them
- **Do not send your child into school if they have any Covid-19 symptoms** (high temperature, new persistent cough or loss of taste or smell) or are unwell.
- **Inform the school** if your child is displaying Covid-19 symptoms and arrange for them to have test
- Test results must be emailed to school before a child can return
- If a child displays these symptoms in school, we will isolate them from their class hub and contact you to collect them **immediately** – you must arrange for them to be tested and inform us of the results.
- Your contact details we hold for you **must be up to date** – if they are not please email these details to [admin@albanwood.herts.sch.uk](mailto:admin@albanwood.herts.sch.uk) as soon as possible.

## Staffing

Due to social distancing, staff will be unable to take your child from you if they are upset at the idea of coming into school or leaving you. If this happens, you will need to take your child home. Adults in school have been advised to try to maintain the social distancing rule of 2 meters between themselves and the children.

## After school clubs

We have made the decision to not run any after school clubs in line with the Government guidance, ensuring no unnecessary crossing between hubs. Energy Kidz will be running. Please contact them directly via <https://www.energy-kidz.co.uk/> if you require their services.

This is an incredibly difficult time for parents and schools. This is an ever changing situation, we get regular updates from the Government and no doubt these will continue. We will let you know about any changes that occur. We really appreciate your patience at this time.

Yours sincerely,

**Paul Sutton**

*Executive Headteacher*