

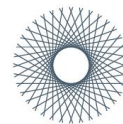


Alban Wood Primary School and Nursery

The Brow, Watford WD25 7NX

01923 678247 : admin@albanwood.herts.sch.uk : www.albanwood.herts.sch.uk

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



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Friday 16th July 2021

Dear Parents/Carers,

Whole school opening for September 2021

Thank you very much for your ongoing support and understanding during these challenging times. 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 2nd September 2021**. Except Nursery and Reception children, who have their own individual start dates.

Please read the information below carefully as it outlines how the school will operate from Thursday 2nd September 2021.

Hubs

We are planning on no longer needing the class hubs that are currently in place. This will mean that children are able to mix with other classes at break times and for assemblies.

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 **8:50am**. Children can arrive at any point between these times but should be in their class by 8:50am. 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.

Pick up times

Parents will be able to collect their child onsite.

Nursery – 3:00pm (External classroom door)

Reception – 3:15pm (External classroom door)

Y1 and Y2 – 3:20pm (External classroom door)

Y3 and Y4 – 3:20pm (Link corridor external door)

Y5 and Y6 – 3:20pm (KS2 Playground)

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. 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.

Lunch

All children are able to bring their own packed lunch or have a school dinner.

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>

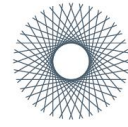


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Uniform

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.

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) or telephone (01923 678247). If you want to speak to your child's class teacher, please book a suitable time with the office.

Medicine

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 2nd September or on the day the medication is first required.

Safety Measures

- **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 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 as soon as possible.

After school clubs

Energy Kidz will be running as they have been. Please contact them directly via <https://www.energy-kidz.co.uk/> if you require their services.

We will be looking into providing some extra-curricular clubs and more information will be out in September.

Once again, thank you for your ongoing support.

Yours sincerely,

Paul Sutton

Executive Headteacher