

Highworth Combined School

Dear all

I hope that you have been enjoying Virtual Transition Day with your children and that they have benefited from finding out more about what the new academic year has in store for them.

Thank you to all those who attended the Zoom meeting yesterday evening. I hope you found it to be useful and informative. As we continue to adapt to new ways of working, this may become a useful way for us communicate on all sorts of matters.

As promised, I am sending the latest 'chunk' of information that you will need for the return of your children in September.

In order to limit mixing of children and adults when they arrive at school, we ask you to adopt the following changes in procedure for drop off and collection of children:

- We will be operating a staggered start and end to the school day. Year groups have been split into Group A and Group B. The 2 groups have been allocated different drop off and collection times as follows:

Group A: Years R, 1, 3 and 6: drop off between 8.35am and 8.45am; collection at 3.10pm

Group B: Years N, 2, 4 and 5: drop off between 8.45am and 8.55am; collection at 3.20pm

- In the event that you have children in different groups, please drop off children in Group A first and then take children in Group B to their classrooms. Teachers in Group B classes will be available to receive siblings from 8.35 if required. Please follow the same process for collection, being sure to remain socially distanced from all other families whilst doing so.
- If you are dropping off children in Year 1, 2, 3 or 4, please arrive on to the school site using the pedestrian gate, then walk through the quadrangle gate (which will be open from 8.30am) and approach the outside door to the relevant classroom. Wait behind the yellow lines for your child to be invited into their classroom

- If you are dropping off children in Nursery, please come on to the school site using the carpark entrance and then the small green wooden pedestrian gate. Wait behind the yellow lines (do not go into the covered area) for your child to be invited into the cloakroom
- If you are dropping off children in Reception, Year 5 or 6 please come on to the school site using the carpark entrance and then the large metal gates directly on to the playground. Wait behind the yellow lines for your child to be invited into their classroom
- The gates at the back of the school (from Totteridge Rec) will be open from 8.30am each morning and from 3pm in the afternoon
- Please walk to school if you can as this will mean fewer problems with close contact with others when parking cars
- If possible, year 5 and 6 children should walk to school on their own. If you need to walk with your child, please say goodbye at the entrance to the school site to help make social distancing easier for those who must come on to site
- Do not allow your older children to walk with their friends; the temptation to gravitate to each other will be too much for them to resist and they mix with children from another 'bubble'
- In order to keep staff safe, you will need to remain 2 metres away from all doors to classrooms. Mr Goddard has done a wonderful job of putting down yellow lines to show where you should stand in order to maintain social distancing. Out of respect for staff, please do not cross these lines
- This does mean that your child will need to walk independently from you to the member of staff at the door. I know that this has the potential to be a difficult and emotional time, but if your child is not able to leave you independently, you will have to take your child home with you
- It is essential that you remain on the school site for the shortest possible time. Sadly, even after not seeing friends for such a long time, social distancing must be followed and it won't be possible to have a catch up in the usual way. Please do not arrive before 8.35am so that you can arrive and take your child straight to class. Likewise do not arrive before 3.10pm in the afternoon
- When collecting children, please use the same entrances to the site and then go to stand behind the yellow lines at the relevant classroom.

You will need wait in turn to get to the front of the queue, at which time your child will be sent out to you

- We know that it will occasionally be necessary for you to have essential conversations with teachers at the end of the day. If this is the case, please stand to the side so that other parents can collect their children. Teachers will then come outside to you, but will always remain 2 metres distant. This is why, in order to ensure privacy, these conversations will have to wait until others have departed

This information will all be summarised later in the week, but I thank you for taking the time to read this and prepare for the future.

Very best wishes

Clare Pankhania