

June 9<sup>th</sup>, 2020.

## Re:- Welcoming Back More Pupils from Tomorrow – Reception and Year 1

Dear Parents,

I hope you have had a good weekend. I am writing to you again with additional detail about a whole raft of things related to the school opening to more pupils from tomorrow. What follows, will tell you everything you need to know for bringing your child to school from tomorrow. This includes the timings, locations and routes. There is also additional information about life in school. Please share the details with your child so that they know exactly what to expect when they arrive at school.

### Drop off, Collection Points and Timings

#### Willows – Reception Children

Drop off and collection point – **The side gate in the lane**

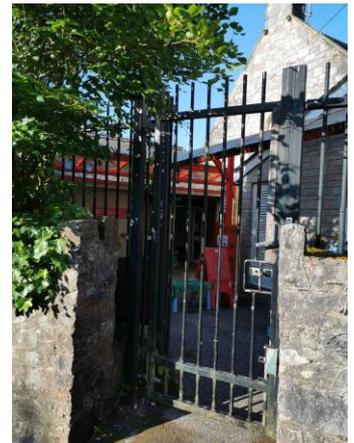
**Times:-** Group 1 8.30 – 8.45am and collected at 3 – 3.15pm  
Group 2 8.45 – 9.00am and collected at 3.15 – 3.30pm

*Friday collection times only*

Group 1 – 11.45 – 12.00

Group 2 – 12.00 – 12.15pm

*(You will be sent a text later today to say which group your child is in)*



At the start of the day, the children will be met at the gate by a member of the Leadership Team and your child's teacher will meet them just inside the gate, they will apply some hand sanitiser and be taken into the classroom – this will be either the Willows' own classroom or the Year 1 classroom. We will require you to leave your child at the gate with their teacher and parents will not be allowed on site unless there is an emergency.



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# TOGETHER WE EMPOWER EXCELLENCE

In order for our system to work and for us to keep everyone safe, it is important that you follow these simple guidelines.

When dropping your child off, please observe the one-way system on the lane and walk down the lane from the church towards the school gate.



You will see markers on the railings for you to stand safely at 2m apart and wait for the gates to open.



On dropping your child off at the gate, please walk down the lane towards the shops and do not go back up the lane. This may add a couple of minutes to your time but this will help us to keep everyone 2m apart.

At the end of the day, please queue at the same place and we will call you forward to collect your child safely.

Please note the timings of the day for your child – it is important that everyone sticks to these. Could we also ask that only one parent does the drop off and pick-up each day? Thank you for your support with this.



## **Rowans – Year 1 Children**

Drop off and collection point – **the main school gate**

Times:- Group 3 8.30 – 8.45am and collected at 3 – 3.15pm

Group 4 8.45 – 9.00am and collected at 3.15 – 3.30pm

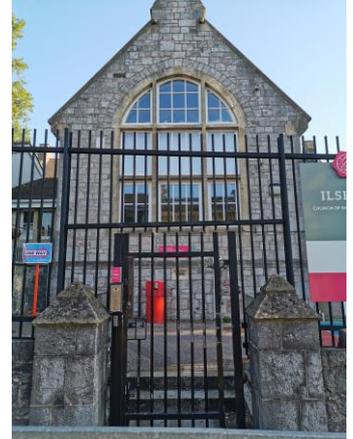
Friday collection times only

Group 3 – 11.45am – 12.00pm

Group 4 – 12.00pm – 12.15pm

*(You will be sent a text today to say which group your child is in)*

At the start of the day, the children will be met at the main gate by a member of the Leadership Team and your child's teacher will meet them just inside the gate, they will apply some hand sanitiser and line up near the railing, ready to go into the classroom. We will require you to leave your child at the gate with their teacher and parents will not be allowed on site unless there is an emergency.



In order for our system to work and for us to keep everyone safe, it is important that you follow these simple guidelines.

When dropping your child off, please observe the one-way system on the main road (*there are signs on the school fence to show you*) and please can you queue up ready to come in only on one side of the main gate. Opposite 'Me ad Mrs Jones' all the way up towards the 'Co-op', you will see orange markers on the fence. These are 2m apart and these will allow you to queue safely with your child. Please can you only queue on this side of the main gate.



Once you have dropped your child off at the main gate, please continue straight on and then cross the road if you need to. Please can you not double back on the rest of the queue.

Please can you not walk up the lane at this time as other children will be dropping off their children and we are observing a strict one-way system there, too.



At the end of the day, please queue at the same place and we will call you forward to collect your child safely.

Please note the timings of the day for your child – it is important that everyone sticks to these. Could we also ask that only one parent does the drop off and pick-up each day? Thank you for your support with this.

### **Other useful information**

#### **School uniform**

We are expecting pupils to wear uniform each day and it is important that clean uniform is worn each school day. Please let us know if you have problems providing clean school uniform every day.

#### **New teaching groups**

The government guidelines state that children will be in groups of 15 with an assigned teacher or teaching assistant.

The Reception children have been split into two groups and will be taught by Mrs Smith, supported by Miss Downer and Miss Reynolds (our Y2 teacher who is familiar to all of Willows), supported by Mrs Hearsey. Mrs Smith has organised the groups so that where possible, there are friends within each group.

The Year 1 children have been split into two groups and will be taught by Miss Robertson and Mrs Julian (our Y5 teacher who is familiar to all of Rowans). Miss Robertson has organised the groups so that where possible, there are friends within each group.

#### **Breakfast and After School Club**

From tomorrow onward, there is no capacity to provide breakfast and after school club provision.

#### **Items in school**

The only permitted items in school will be packed lunch boxes and drinks bottle. Please leave all school bags, toys and equipment at home. Thank you for your support with this.

#### **Communication with the school**

As parents will not be permitted onto the school site except in an emergency or by appointment, please contact the school office or use the MyEd app to keep in contact. If you need to speak to your child's teacher, please phone the school office.



We are very much looking forward to welcoming your child back into school tomorrow and can't wait to see them.

As ever, I thank you for your continued understanding and support.

Best wishes,

A handwritten signature in black ink that reads "D. Ryan". The signature is written in a cursive style with a large initial 'D'.

Miss D Ryan  
Head of Academy