



9th October 2020

Dear parents and carers,

As-Salaamu-Alaykum and a very happy Friday to you all.

Further to our trial and a consultation with all stakeholders, we are now in a position to make some changes regarding our timetable variation. The changes are made to ensure that safety and learning can be maintained going forward during the challenging times that we are facing on a global scale.

Timetable variation 1 – Wednesday afternoon school closure to most children

- A) This will continue. This allows for a deep clean of the school in the middle of the week. It is also when our teachers have their planning, preparation and assessment time (PPA). This means that all children have consistent support from the same adults daily. Children who are vulnerable or key worker children are able to still access this provision. Any family where both parents are working can also access this provision following a meeting with school.
- B) We will be extending this morning session to maximise learning. Children will either be collected between Group A 12:30pm-12:45pm or Group B 12:45pm-1:00pm. The Litchurch Lane gate will be open.
- C) Children will no longer eat dinner at school on a Wednesday but can still have a grab bag school dinner to bring home to eat.
- D) We will be starting our tuck shop on a Wednesday at morning break.
- E) **This will begin after the half term holiday.**

Timetable variation 2 – Staggered start

- A) This will continue. We are reducing this staggered time to thirty minutes from 8:00am-8:30am. This is to maximise learning time for the children.
- B) Parents will choose to drop their child off in Group A 8:00am-8:15am or Group B 8:15am-8:30am. The Litchurch Lane gate will be open for parents walking from the top end.
- C) A reminder that school began at 8:30am before Covid.
- D) Any child arriving in school later than this will be marked as late.
- E) **This will begin after the half term holiday.**

Timetable variation 3 – Staggered end

- A) This will continue. We are reducing this staggered end time to thirty minutes from 3:30pm-4:00pm. This is to maximise learning time for the children.
- B) Parents will choose to collect their child in Group A 3:30pm-3:45pm or Group B 3:45-4:00pm.
- C) **This will begin after the half term holiday.**

If you choose Group A, your child will *need* to be Group A for every timing option.

We will be calling all parents next week to establish your choices and I'm sharing this information now to give three weeks' notice before the main changes will come into play. Thanks in advance for your support in these changes to keep safety and learning paramount for all our children.

Important change – taken effect from Monday 12th October.

Due to the change in weather and from feedback from parents, we will be trialling a change to the end of the day for the next two weeks. The same time slots that you currently have will still apply for this trial e.g. 3:00pm-3:15pm, 3:15pm-3:30pm and 3:30pm-3:45pm.

- A) EYFS and KS1 children will be collected from their classrooms.
- B) KS2 children will be collected from the Olive Tree Arena.
- C) There will be a one way system for parents.
- D) Parents will enter the school site from the Litchurch Lane gate. After collecting KS2 children, they are invited to walk down the playground collecting any EYFS and KS1 children from their classrooms on the way.
- E) Parents and children will then exit through the large gates.
- F) This will mean that the car park will have some delays. If the car park is full, we will not be permitting anyone else to enter until a space becomes available.
- G) Litchurch Lane and City Gate are available for parking.

This new system will allow children and staff to stay dry should the weather be bad whilst waiting for parents.

I anticipate some challenges with this new system, however, it is important that we try both systems to be able to make an informed judgement about which one is most effective.

Thanks as always for working with me and my team for the common good of our children – this support means a lot.

Have a lovely weekend.

A. Storer

Miss Storer
Headteacher