



Welcome Back to Zaytouna Primary

A Guide for Parents and Carers

From Monday 8th March 2021

We are really looking forward to welcoming back all our children to all our classes on Monday 8th March – including all our new starters.

Class	Drop Off Time	Collection Time	Collection Zone	Teacher/s	PE Days
Olives 1	8.15am-8:40am	3.15pm-3:30pm	Classroom	Miss Allen Miss Khandia	Monday Thursday
Olives 2	8.15am-8:40am	3.15pm-3:30pm	Classroom	Miss Woodward Miss Campbell	Monday Thursday
Delhi 1	8.15am-8:40am	3.15pm-3:30pm	Classroom	Miss Townsend Miss Smith	Tuesday Thursday
Manchester 1	8.15am-8:40am	3.15pm-3:30pm	Classroom	Miss Worth Miss Shah	Tuesday Thursday
Khartoum 2	8.15am-8:40am	3.15pm-3:30pm	Classroom	Mrs Kilpatrick Mrs Parry	Thursday Friday
Cardiff 2	8.15am-8:40am	3.15pm-3:30pm	Classroom	Miss Ghafur Mrs Kawthar	Thursday Friday
York 3	8.15am-8:40am	Depending on siblings	The Dining Room	Miss Ashraf Mrs Russell Mrs Begum	Monday Thursday
Bukhara 3	8.15am-8:40am	Depending on siblings	The Dining Room	Mr Iqbal Mrs Mann	Wednesday Friday
Konya 4	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Miss Lamb Miss Nelson	Tuesday Wednesday
Edinburgh 4	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Miss Waller Miss Nelson Mrs Arshid	Tuesday Wednesday
Istanbul 5	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Mrs Tahir Ustaad Saleem	Monday Tuesday

Cambridge 6	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Mrs Khaliq Miss Brown	Monday Tuesday
Tarim 6	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Mrs Nisar Mr Mannion	Monday Friday
Dublin 6	8.15am-8:40am	Depending on siblings	The Olive Tree Arena	Mr Lees Mr Jones	Monday Friday

Will my child have to attend every day?

Simple answer is **Yes**. The government announced on 22nd February that all children in all year groups will return to school full-time from Monday 8th March 2021.

- Schools will resume registering all children and monitoring attendance in the usual manner.
- Attendance below 96% is cause for concern and needs improvement.
- Children with attendance below 90% are regarded as Persistent Absentees and are referred immediately to our Attendance Officer.
- Our Inclusion Team and Attendance Officer will work with you to support your child's return to school if you are having difficulties.
- **Remember that our Risk Assessments mean that Zaytouna Primary is a safe place for children to be.**

When is it okay for my child to be absent?

- Any symptoms of Covid-19 (a new, continuous cough, a high temperature or a change in taste or smell).
- Illnesses such as fever, vomiting and diarrhoea, very heavy colds.
- Medical appointments if these are unable to take place outside school hours (proof of appointment required).
- Contagious childhood diseases such as chicken pox.

How to report absence

- Please telephone the school on your child's first day of illness, giving as much detail as possible.
- Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.
- Headteacher approved absence for religious observance or other exceptional or special leave.

School Uniform

Zaytouna Primary has an established school uniform. Your child will need to be in full school uniform (except on PE days) with every item named.

What will my child need to bring to school?

- ✓ A water bottle labelled with your child's name containing water only
- ✓ Coat if needed (with your child's name in)
- ✓ Zaytouna Primary Reading Book Bag or a sensible sized bag for the older children
- ✓ A packed lunch if your child is not having a school lunch
- ✓ School laptop, iPad, charger and case if one has been borrowed
- ✓ Any Remote Learning resources that have been used at home

If it looks like it will be sunny...

- Please ensure your child has sun cream applied at home before the start of the school day and bring some to school if necessary.
- Ensure your child has a **hat** and appropriate clothing.

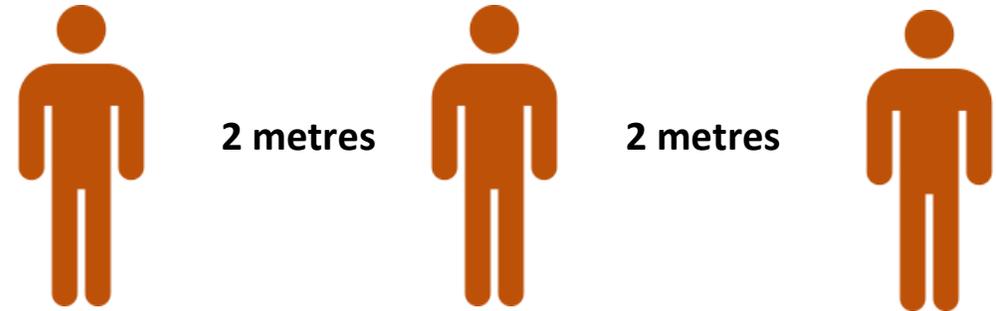


To reduce risk when coming to the school and waiting for gates to open...

The message is simple – COVID 19 has **NOT** gone away and community transmissions are the potential cause of bubble or whole school closures. We need to work together as a community to help keep Zaytouna Primary open for as many children as possible

Please do NOT:

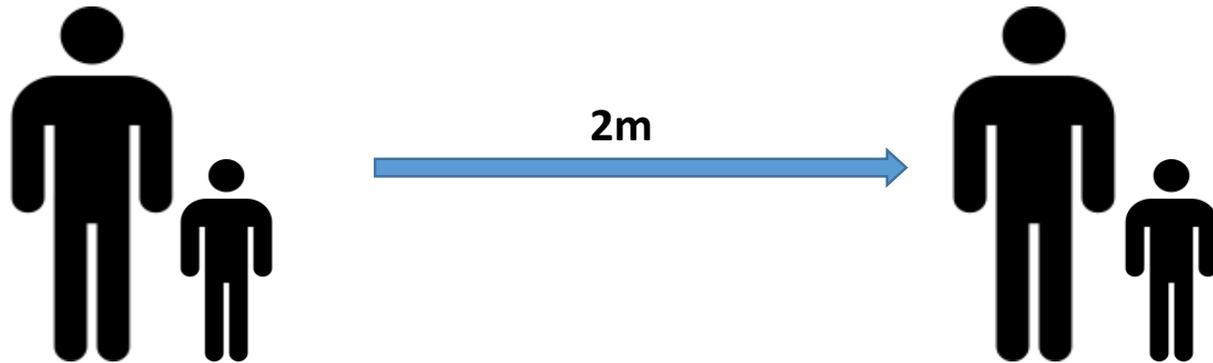
- ✗ Stand around in groups.
- ✗ Gather at the gate
- ✗ Arrive at times outside those for pickup/drop off
- ✗ Enter any part of the school grounds or building without permission.



Entry to school will be by appointment only or request to enter via the intercom at the front office – you must wear a face covering when you enter the school site unless you are exempt.

To reduce risk when coming to the school

- ✓ Only arrive during the allocated time provided to you.
- ✓ Please space yourselves socially distanced apart from other families.
- ✓ Only 1 adult should accompany your child(ren).
- ✓ Please wear a face covering until you are safely back at home.
- ✓ Quickly drop off and leave straight away – behave as if everyone you meet has COVID 19!



To reduce risk when coming to the school

- Use the specified gates and arrive on time.
- Teachers will be focussing on your children, so conversations with teachers will not be possible in the mornings.
- Use Dojo for messages to your child's class teacher.
- Miss Storer, Mr Jones, Mrs Robottom, Mrs Russell and Ustaad Burhaan will be on the main gate.
- E-mail or telephone the office if you wish to make an appointment or receive a call back.
- **Remember this is not forever if we can get this part right!**

To reduce risk in classrooms...

- Classrooms are clean, clear and really tidy.
- Classrooms are ventilated as much as possible so make sure your child has a jumper to wear if they get cold
- In the older classes, children will continue to be seated facing the front.
- Children will be given their own equipment/stationery packs to use. These will not be shared.
- Lots of lessons will take place outside where possible as the weather improves.
- Classrooms will be regularly cleaned and sanitised.
- Handwashing stations are in every class.
- Cleaning stations are in every class.
- Class bubbles remain in place throughout the school day.

Handwashing and Hygiene

We will ensure that all adults and children:

- Frequently wash their hands with soap and water for 20 seconds and dry them thoroughly.
- Clean their hands on arrival at school, before and after eating, and after sneezing or coughing.
- Are encouraged not to touch their mouth, eyes and nose.
- Use a tissue or elbow to cough or sneeze and use special bins for tissue waste ('catch it, bin it, kill it').



To reduce risk if someone is showing symptoms of COVID-19

- We have a separate room for isolation with an adult. The room has ventilation and an external door.
- We will call all listed adults until contact is made so your child can be collected – **Please ensure your phone number is up-to-date and available.**
- You will be asked to collect your child straight away and arrange for them to be tested.
- Staff will use PPE when they are with your child.
- Please do not send your child to school if they are showing any of the COVID related symptoms and seek a test to confirm if the symptoms are positive or negative.
- If you or any member of your household has COVID related symptoms or has received a positive COVID test, please do not send your child into school until the end of the isolation period.

What if I need to see someone or make a payment?

- You can see teachers and TAs very briefly when you collect your child.
- You can see a senior member of staff (including Miss Storer) every morning at the gates if you have an important or longer query.
- You can message your child's class teacher via Dojo.
- You can phone or email office@zaytounaprimery.co.uk.
- You can arrange a meeting for issues that cannot be dealt with by the above methods.
- Make sure we have your up-to-date contact details for phone and e-mail as most communications will be electronic.
- Parent Pay is working well.

Finally...

- We are all really looking forward to seeing you all and have missed you greatly!
- Although some children have been in school throughout this latest lockdown it has not been the same - we can't wait to see ALL the other children back in school!
- There are lots of measures in place to ensure that Zaytouna Primary is a **safe and happy place**, and we will look after you and your children to help you get used to all the new systems and procedures once again.
- If there is anything you are unsure about relating to COVID please contact school where we will do our best to support in any way.