



## *Howard Primary School*

26<sup>th</sup> June 2020

Dear Parents/Carers,

### **Re: Transition sessions for years 2,3,4 and 5**

We understand that this long period of school closure has affected all the pupils of Howard Primary but especially those who have not had an opportunity to return to school at all since the lockdown began (years 2,3,4 and 5). We feel it is important for all pupils to gain a sense of closure to the academic year in order to give them a starting point for their transition into the next year group. We believe that even just a short period of time in school for your child will be important to support their emotional well-being whilst giving them the opportunity to say goodbye to their class teachers and to draw a line under what has been one of the most challenging and stressful school years in recent history. For this reason, we are inviting all our pupils back into school for a short transition session during the last three weeks of term.

We understand that many of you still have safety concerns and will be anxious about sending your children into school. Whilst there is no requirement for your child to participate in the transition session, we hope that this letter will help to reassure you that we will be following all the government guidance closely in order to minimise any risks.

### **What is the transition session about?**

In ordinary circumstances, your child would have had an opportunity in the summer term to say goodbye to their current class teacher and to spend an afternoon in their new classroom with their new class teacher. During that afternoon they would have been able to ask questions, get to know their new teacher and do some fun activities to help them feel more comfortable about moving up in September.

Obviously, your children will not have had the opportunity to do this so we would like to invite all our pupils in for a short time to work with their class teachers, see their classmates and collect any equipment that they need to take home for the summer (such as P.E kits, coats etc). It will be an informal and relaxed session with an emphasis on fun and enjoying being back in school with their friends.

### **Which day can my child come into school?**

**We have attached the timetable for our transition sessions to this letter (see page 3).** Classes will be split into morning and afternoon sessions to allow for a maximum of 15 children per group as per government guidelines. Please check carefully for the day and time that your child can come in. Each session will last one and a half hours.

### **What safety measures will the school be taking?**

Since March, Howard Primary has been providing childcare and education for a growing number of key worker children and pupils in year 1 and year 6 with great success. Detailed risk assessments have been carried out and we feel that the way we have adapted the school environment and implemented safety procedures have made coming into school as safe as it could possibly be. Key safety measures that we have put into place and which will apply to your children if you choose to bring them in are as follows:



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- Regular hand washing.
- Increased cleaning schedule of surfaces and high contact areas such as door handles.
- Staggered entry and exit times with social distancing requirements when waiting in lines.
- 2 metre indicators on stairs and corridor floors to show children where to stand when waiting.
- No mixing of class groups or teachers in those groups.
- Children seated with as much distance as possible between them.
- No sharing of equipment.
- No water fountains in use, all children bring their own water bottles.

In order to be able to maintain the maximum distance between children attending, all our sessions will take place in the school hall and/or outside (weather permitting).

### **General instructions for the day:**

- All pupils attending their transition session will enter the school via the blue gates leading into the playground on Dering Place. Children will line up along the blue railings and there will be social distancing signs running along the length of those railings.
- All pupils attending should wear their school uniform if possible. We feel that it will be nice for them to experience their time in school as they normally would if school were open.
- All pupils should bring a water bottle into school on that day. Water fountains are currently not in use.
- Pupils should not bring in any bags, equipment, toys or electronic devices into school. Everything they will need will be sanitised and provided to them at school.
- The children will wash their hands as soon as they arrive at school; hand sanitiser and tissues will be readily available throughout the session.
- Only 1 adult should bring a child to and from school.
- Parents will not be allowed inside the school building and should not congregate outside school. Please ensure that you leave promptly after drop offs and collections.

We are very much looking forward to seeing our pupils over the coming weeks. If you have any further questions please do not hesitate to call or email us at [howardprimaryslt@gmail.com](mailto:howardprimaryslt@gmail.com)

Yours sincerely,

**Howard Primary School**



## Howard Primary School

### Timetable for transition sessions:

Date	Class	Children
Thursday 02/07 9.45am – 11.15am	Year 2 Hungerford	Surname A-M
Thursday 02/07 1.15pm – 2.45pm	Year 2 Hungerford	Surname N-Z
Monday 06/07 9.45am – 11.15am	Year 3 Waterloo	Surname A-K
Monday 06/07 1.15pm – 2.45pm	Year 3 Waterloo	Surname L-Z
Tuesday 07/07 9.45am – 11.15am	Year 3 Blackfriars	Surname A-I
Tuesday 07/07 1.15pm – 2.45pm	Year 3 Blackfriars	Surname J-Z
Wednesday 08/07 9.45am – 11.15am	Year 2 Westminster	Surname A-J
Wednesday 08/07 1.15pm – 2.45pm	Year 2 Westminster	Surname K-Z
Friday 10/07 9.45am – 11.15am	Year 4 Southwark	Surname A-I
Friday 10/07 1.15pm – 2.45pm	Year 4 Southwark	Surname J-Z
Monday 13/07 9.45am – 11.15am	Year 4 Millennium	Surname A-K
Monday 13/07 1.15pm – 2.45pm	Year 4 Millennium	Surname L-Z
Tuesday 14/07 9.45am – 11.15am	Year 5 Cannon street	Surname A-L
Tuesday 14/07 1.15pm – 2.45pm	Year 5 Cannon street	Surname M-Z
Thursday 16/07 9.45am – 11.15am	Year 5 London Bridge	Surname A-M
Thursday 16/07 1.15pm – 2.45pm	Year 5 London Bridge	Surname N-Z