



Howard Primary School

30th August 2020

RE: Updated Arrangements for Reception staggered entry programme.

Dear Parents, Carers

We hope that you have enjoyed the Summer break and are looking forward to your child starting school in Reception this September.

We would like to thank you in advance for your patience and understanding as we worked to finalise our updated arrangements for the opening of school in September for our new Reception intake. Following the publication of the most recent government guidance, we have had to make several changes since our initial plans discussed in July. We are now in a position to provide you with our updated arrangements for your child starting school in Reception. The latest government guidance can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Please be aware that re-opening plans for schools will differ from school to school and that guidance for start and end times may differ from those at other primary schools. Please refer to the **table on page 3 for an overview of the updated arrangements** for Reception children at our school.

Reception **children are not expected to wear face coverings**. However, please be advised that we have several clinically extremely vulnerable staff who work at the school. **Staff may wear suitably appropriate PPE** for their own protection and protection of others at school. So as not to alarm the children, we ask that you please discuss with your child why some adults need to wear PPE. We will follow this up with age appropriate discussions with the children. We also ask that if you need to speak with a member of staff, that you please follow safety guidance and maintain social distance or wear a suitable face covering. You are also welcome to email your child's class teacher with more detailed requests using our new email address: reception@howard.croydon.sch.uk

Please read and take note of the following updated arrangements. We will shortly send a follow up email to confirm your child's allocated time slots.

Monday 7th September 2020: Stay and Play Drop-in Sessions

This is an opportunity for you and your child to visit the setting together and see what your child will experience in our Reception setting. Following guidance to ensure the safety of children, staff and parents, we have restricted the number of adults allowed on site. So, we ask that only **one adult per child** accompany their child into the setting on this day. We will not be able to accommodate younger siblings either. **Parent are requested to wear a suitable face covering** during this session. **This will be the only day when parents will be allowed into the school building.**

There will be three drop-in sessions on this day with a maximum of 10 adults and children per session per class. We **will allocate time slots** to children based on their date of birth, with older children arriving earlier than the youngest group of children. We ask that parents **strictly keep to their allocated time slots**. Please refer to the table below for a brief overview of this day. As these are short drop-in sessions, you **must stay with your child and you may leave at any point** with your child, once you have sufficiently experienced our setting. Please note that it is **not essential** for your child to **wear a school uniform** to their stay and play drop-in session.



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Tuesday 8th – Friday 11th September 2020

Children will be expected to **wear school uniform** from this point onwards. **No lunch** will be provided at school during this period. Children will be allocated to either a **morning (AM)** or **afternoon (PM)** session based on their dates of birth. Please note that there will be a slight variation of the date of birth range between the **Chelsea** and **Grosvenor** class to ensure an equal number of children in each of the sessions per class. Please avoid confusion by keeping to the advice for your child's class group as each class will be sent separate emails about date of birth allocations for these days.

Following guidance to ensure the safety of children, staff and parents, we have restricted the number of adults allowed on site and inside the school building. As a result we are no longer able to accommodate parents and carers inside the classroom. Therefore, we ask that you please **prepare your child** for the hand over point at which you will separate from them. We will have a **demarkated hand over point outside each classroom door** which you will step onto when you are ready to hand your child over to a member of staff who will be ready to greet you with a smile and reassurance as your child says their "goodbye, see you later" to you. We recognise that this may be a challenging time for you and your child. So, we ask that you **prepare yourself and your child in advance** by talking to them about a **fun goodbye routine** that you create together eg. a kiss and a cuddle or an elbow nudge and wink. We can assure you that the children usually recover quite quickly. We find that pre-preparation before arriving at the school gates usually works best.

We also ask that all adults please adhere to social distancing markers in the playground as you line up to wait as each child is handed over to their class teacher. If you feel your child is not quite ready to part from you, you are welcome to allow other parents to go ahead of you, while you spend a bit more time reassuring your child. A member of staff will be on hand to help as soon as the majority of children have entered the class.

Week beginning 14th September

See table on page 3 for a brief overview of start and end times for this week. **Please expect different start and end times during this week** as the children will stay slightly longer on the days that they have lunch at school. You must **keep to the same allocated AM and PM** groups as previous week

Lunch at school

To ensure their safety, Reception children will have a hot meal school lunch provided in their classrooms. You will receive a copy of the menu for the week so you can discuss your child's lunch choices with them. Before you arrive at school you will complete a tick box menu to select your child's choices for school lunch each day. You will hand your menu choices to your child's classteacher when you drop them off. We will send your menu choices to the school kitchen. At lunchtime, the kitchen staff will deliver individually prepared meals and cutlery to the classroom. Staff will ensure that all surfaces are cleaned for children to have their lunch in the classroom.

Packed lunch

If your child prefers a packed lunch from home, you may send this in a suitable lunch bag, clearly labelled with your child's name. Guidance for packing a healthy school lunch will be provided before the start of this week.



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An overview of updated arrangements for the staggered entry programme:

Week	Routines for Children	Implications for parents
Monday 7th September 2020	<p>Monday 7th September 2020 Stay and Play Day: Purpose of this day is for parents and children to familiarise themselves with staff and the setting. School uniform is not essential on this day 3 sessions: Children allocated to a session based on date of birth. Please keep to the time allocated</p> <ul style="list-style-type: none"> • 09.30 - 10.30: Children born in September, October, November or December 2015 • 11.30 – 12.30: Children born in January, February, March or April 2016 • 1.30 -2.30: Children born in May, June, July or August 2016 	<ul style="list-style-type: none"> • Arrive and exit via the Dering Place entrance. • Follow the 2-way system with social distance markings along the footpath • Parents and children to use handwashing stations at entrance and along footpath before entering Reception playground. • Maximum 10 adults and children in each session per class. 5 adults at any one time indoors and 5 outdoors per class • Parents to wear a suitable face covering • One parent per child to remain with child and you may leave at any point with your child within the one-hour session.
	<p>Tuesday 8th – Friday 11th September 2020 Half Day sessions: No lunch provided Children to wear school uniform Children allocated to either a morning or afternoon session based on date of birth. Please refer to cover email for date of birth range allocation for these AM and PM sessions, as these will be specific to your child's class group. Please keep to the time allocated.</p> <ul style="list-style-type: none"> • Morning session (AM): 9.30 – 11.30 • Afternoon session (PM): 12.45 -2.45 	<ul style="list-style-type: none"> • Arrive and exit via the Dering Place entrance. • Approx. 15 parents and children expected in in each session per class • Follow the 2-way system with social distance markings along the footpath. • Parents and children to use handwashing stations at entrance and along footpath before entering Reception playground. • One parent per child to drop off and pick up children • Parents to maintain social distance in the outdoor area • One parent and child at a time to hand over child to teacher at a marked point close to each class door. Parent to wear a face covering as they approach the drop off point to ensure staff safety during brief contact • One parent must return promptly at end of session to collect child. • If you have other children at the school, you will receive specific guidance for drop off and pick up
Monday 14th September 2020	<p>Half day sessions: Please keep to the same AM and PM allocation as Week 1 (Tues – Fri). Lunch provided on some days: Monday 14th and Tuesday 15th</p> <ul style="list-style-type: none"> • AM Group: 10.00 – 12.30 lunch provided • PM Group: 1.30 – 2.45 no lunch <p>Wednesday 16th and Thursday 17th</p> <ul style="list-style-type: none"> • AM Group: 09.30 – 11.30 no lunch • PM Group: 12.30 – 2.45 lunch provided <p>Friday 18th September 2020</p> <ul style="list-style-type: none"> • All children from 09.30 – 1.30 lunch provided 	<ul style="list-style-type: none"> • One parent and child at a time to hand over child to teacher at a marked point close to each class door. Parent to wear a face covering as they approach the drop off point to ensure staff safety during brief contact • One parent must return promptly at end of session to collect child. • If you have other children at the school, you will receive specific guidance for drop off and pick up
	<p>Full day sessions All children to attend from 9.30 – 2.45 Lunch provided</p> <p>If you have other children at the school or children attending wrap around care, you will receive specific guidance for drop off and pick up arrangements.</p>	<ul style="list-style-type: none"> • Arrive and exit via the Dering Place entrance. • Approx. 30 parents and children per class expected in playground area. Follow the 2-way system with social distance markings along the footpath • Parents and children to use handwashing stations at entrance and along footpath before entering Reception playground. • One parent per child to drop off and pick up children • Parents to maintain social distance in the outdoor area. Follow social distance marking along the playground. • One parent and child at a time to hand over child to teacher at a marked point close to each class door. Parent to wear a face covering as they approach the drop off point to ensure staff safety during brief contact • One parent must return promptly at end of full day session to collect child.
Monday 21st September 2020		



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Parents with sibling children at Howard Primary School

For parents who have older children in Year 1-6 attending Howard Primary School, we will contact you in due course with specific information for drop off and pick up arrangements.

Uniform orders and collection

If you have not yet placed an order or collected your order for school logo uniform items, you may still purchase or pick up orders from the school office on these dates:

- Wednesday 2nd September 2020 from 11.00am to 3pm
- Friday 4th September 2020 from 10am - 3pm

Card or cash payments will be accepted, preferably card payments. Any items which do not have a school logo may be purchased from local retailers. For further details about the school uniform requirements please refer to page 18 of the parent guide by clicking on the link below:

<https://www.howard.croydon.sch.uk/parent-info/new-reception-class-2020-2021/>

If you have any further questions, please send an email to our new email address and you will receive a response during office hours: reception@howard.croydon.sch.uk

We look forward to seeing you and your child on Monday, 7th September 2020.

Kind Regards,

Miss Pillay
EYFS Lead



Head Teacher: Jackie De Saulles (B.Ed.)
Dering Place, Croydon, CR0 1DT
Telephone: 02086884216
Email: office@howard.croydon.sch.uk
Web-Site: www.howard.croydon.sch.uk