



Leppington, Birch Hill, Bracknell, RG12 7ZX  
Headteacher: Michael Dillon B Ed (Hons) MA

Tuesday, 21 July 2020

Dear Parents/Carers,

I hope you are all keeping well and safe and looking forward to spending some quality time with your family over the summer holidays.

As well as wishing you all a relaxing summer, I wanted to give you some further details of our plans when we fully open in September 2020. The last six months have been the hardest, we as staff have ever experienced. We have had to rethink how we prepare home learning, teach virtually, open bubbles and reinvent the simplest of procedures. All of this has taken much more time and energy. We are looking forward to teaching all of the children in September and we have missed those who we have not seen. We have put all transition booklets for children on the website.

<https://www.birchhillprimaryschool.co.uk/page/?title=Transition+to+New+Classes+2020&pid=286>

In order to continue to keep our whole community safe from the risk of COVID-19, it is essential that we all follow the "New Normal" so that we can avoid a mini lockdown as we go through the Autumn Term.

Please read the attached FAQs. Included below are a few key points that you may find helpful.

### **Attendance**

It is a legal requirement for all children to attend full-time from September. Our normal absence notification procedure returns. Please avoid the need for quarantine when planning holidays abroad and as before, please do not take holidays during term times.

### **KOOSA Kids**

Koosa will be running breakfast and after-school clubs. Unfortunately, our other after school clubs: sport and dance will not be running during the autumn term.

### **School Day**

The children will be in Year Group 'bubbles' to help with social distancing and should avoid mixing with other bubbles. The majority of adults will work in Key Stage bubbles.

### **Drop off**

If you have siblings, please drop off your siblings at the **earlier** time. Parents will not be allowed on to the site.

<b>Year Group</b>	<b>Time</b>	<b>Gate</b>
Y5/6	8:30	Back Gate
Y3/4	8:30	Front Gate
Y1/2	8:40	Front Gate
Reception	9:00	Front Gate
Nursery	9:15	Front Gate

## Pick up

We have a one-way system where parents come in via the main gate and leave through the Y6 gate. When you pick up your child, **stay in the train tracks** and your child will come to you. Please keep the line moving as this could cause congestion and delay for other parents.

If you need to speak to your class teacher, please call/email the school office to arrange a telephone call.

Year Group	Time	Gate
Y5/6	3:20	Front Gate
Y3/4	3:15	Front Gate
Y1/2	3:10	Front Gate
Reception	3:20	Front Gate
Nursery	3:20	Front Gate

## Site Safety and meetings

We need to continue to minimise contact with adults, therefore parents will only be allowed on site for collection and any pre-arranged face-to-face meetings. If you have any concerns, please call/email the school office and we can arrange a telephone call.

## Lunches and breaks

The school kitchen is open and a reduced menu will be available. Children in Reception and Year 1 will have lunch in the studio on a rota (one year group bubble at a time). Children in Y2-Y6 will have lunch in their classrooms. Again, there will be a rota with half the school eating, while the other half play outside.

## Learning

We will spend at least the first half term following a **Recovery Curriculum**. The focus will be the children's academic lessons (English, Maths and assessment) in the morning and supporting their mental and emotional well-being in the afternoon.

In the mornings, teachers will assess children in Reading (phonics where applicable), Writing, Grammar and Maths to identify the gaps in their learning. Our priority will be to close any gaps as soon as possible.

In the afternoon, we will have six whole school PSHE themes – such as Managing Change, Being Challenged and Our Support. This will give teachers time to address any worries, anxieties or concerns children may have.

We will review this over the half term and decide when to move back to our usual 'topic' based learning.

## Uniform

Please make sure that you have the correct uniform. Mr Wagstaff will be in school on 3rd September.

Please check the school website for his contact details and other information.

<https://www.birchhillprimaryschool.co.uk/page/?title=Uniform&pid=30>. Trainers will be allowed in the Autumn Term.

On the days that your child has P.E. they will be required to wear P.E. kit to school. If it is cold please make sure that children wear plain black or blue track bottoms with the correct Birch Hill P.E. t-shirt. Children should wear their usual Birch Hill jumper.

## Behaviour

At our school, we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and others. Whilst expectations in our behaviour policy remain pertinent, it is necessary, in light of the Covid 19 pandemic, to make some adjustments for the safety of all pupils and staff. Please refer to the addendum to the Behaviour Policy found on the school website.

### **Health & Safety and Hygiene**

Children will wash their hands with soap and water as regularly as possible. Hand sanitisers and sprays will also be used during the day.

### **COVID-19 Symptoms**

We will follow the latest guidance from Public Health England (PHE). If your child becomes ill during the day, we will isolate them in a room and call the parent to take them home.

If they show any signs of COVID19 we will ask you to get them tested and stay at home until you have the test result back.

I know for parents/carers it has also been extremely challenging trying to do home learning, manage your child's anxieties, look after loved ones, all while trying to work.

I would like to thank everyone for their hard work, commitment and patience during the whole lockdown.

Yours sincerely,

A handwritten signature in black ink that reads "Michael Dillon". The signature is written in a cursive style with a large initial 'M' and a long, sweeping tail.

Michael Dillon  
Headteacher