Wednesday 8th July 2020

Dear Parents/Carers,

Following the Government releasing guidance for schools regarding the full opening in September, we are now in a position to give you full details and dates of your child’s start to school. Thank you once again for your patience with this, it has always been our intention to give you as much information as we could, when we could. Please find your child’s induction timetable below:

**Thursday 10th September (1:30pm – 2:30pm)**

Foundation induction afternoon. The children will have the opportunity to visit their classes for the first time and meet their new friends and teachers. Please join Keith Smithers (Acting Headteacher), Chantal Churchill (EYFS Lead), Sarah Lakey (Assistant Headteacher), and Lynne Tucker (Kitchen Manager) in the hall for a welcome meeting whilst the children are in class. Our uniform supplier, Trutex, will host a pop up shop on these afternoons. Your children will be able to try on and purchase school uniform on this afternoon.

**Thursday 17th and Friday 18th September (1:30pm – 2:30pm)**

Foundation induction afternoons. Children to spend the afternoon in the Foundation Stage continuing to develop relationships. There will be no expectation for parents to stay for these afternoons.

**Monday 21st September, Tuesday 22nd September and Wednesday 23rd September (9:00am – 12pm)**

Foundation induction mornings. Children will come to school and spend time in the Foundation Stage for the morning.

**Thursday 24th September and Friday 25th September (9:00am – 12:30pm)**

The children will spend the morning in Foundation and stay for lunch with us. The children will stay for lunch with us and will return to parents once they have eaten.

**Week Beginning 28th September**

The children will start school full time. The children will be able to enter school from 8:30am. Further details regarding where your children will enter the school and where you will collect them will be shared at the induction meeting in September. The children can be collected from 3:10pm.

**Arrangements for when your children are in school full time**

Children will have a staggered start to the day, the staggered drop off time will be from 8.30am - 9.00am where children must be in school.

**Foundation children to enter the site via Haye Road South entrance**

Foundation children to enter the building through the Year 1 entrance on the side of the building by the staff car park.

**Exit arrangements**

At the end of the school day there will be staggered collection, so that we can minimise the number of adults on the site, together with ensuring limited space for congregation of children and parents. The end of the school day for Foundation children will be **3.00pm - 3.10pm.** Foundation will leave via the year 1 door that they entered in the morning

We are fortunate to have an outdoor area specifically for Foundation so we are able to be outside, in all weathers, when the children choose to learn in this environment. Lunchtime will be staggered so that we do not have all the children, in all year groups, on the playground together.  As a school, we will operate year group bubbles to make things manageable, so Foundation will have lunch times together, while remembering the socially distancing as much as possible.  The team within the bubble will remain primarily the same throughout the week, this will include the MTAs with the year group.

Hand and respiratory hygiene will remain a huge factor in the day to day lives of the school as it has since we started the partial entry this term.  Children will be expected to follow the school guidelines on this at all times, ensuring that we keep everyone safe.  In light of this we will make some further adjustments to our Effective Behaviours policy- this will be shared with you, so that you are able to have conversations with your children, reminding them of the reasons for this and why it is essential to follow the guidance.  The school follows the 'Catch It, Bin It, Kill It' guidance from the government and the children are expected to wash their hands at regular intervals, between changes in activities.  The increased cleaning procedures and frequency of this across the school will continue once in September to ensure we are minimising the risks as much as possible.  There is an expectation that all children return to school from the beginning of the new school term.  We must remember only to send children to school if they are fully fit and healthy.

All children will need to wear their school uniform. Please can you also ensure that your child has their PE kit in school from day one of being full time as they will be having PE sessions, so we need them to be prepared. PE kit consists of a white t shirt, white pair of shorts and a pair of trainers. Over the summer, please could you practice with your child how to put on and take off their PE kit with little support.

From the beginning of the term we will be starting Klub Kidz, our breakfast and after school club again, however this will need to look very different as the children will need to stay in their year group bubbles.  The provision will open at 7.30am until the start of the school day, but it will end each day at 5.30pm so that the cleaning team can complete a thorough clean at the end of the day.  It is likely that the children will be in their year group bubbles for this- once we know the numbers we will allocate spaces and staff to this.

Further information to support your child’s induction to school can be found on our school website <https://www.elburtonschool.com/web/foundation_202021_induction/486876>.

Kind regards,



Mr K Smithers Mrs C Churchill Mrs E Johnson Mrs T Sammels

Acting Headteacher EYFS Leader Foundation Teacher Foundation Teacher