



# Birchwood Primary School

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*'Rich opportunities and memorable experiences'*

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Wednesday 1<sup>st</sup> September 2021

Dear Parent/Carer,

## School Arrangements for the academic year 2021/22



We hope you have all had a very enjoyable summer, have spent some time catching up with friends and family and have been able to get some rest and relaxation. We are all looking forward to seeing everyone back at Birchwood on Monday 6<sup>th</sup> September.

From September, children will no longer be required to stay in consistent groups, which means we will be able to return to some of our previous practice before Covid 19. However, we found many benefits to some of the control measures we introduced, so will be returning in September to a mixture of school practice.

**School drop off and collection:** Our one-way system for dropping off and collecting children will remain in place.

### Morning Drop Off:

- Internal school gates onto our playgrounds will be opened at 8:30am and will close at 8:45am. All children should be in class for registration at 8:45am. Any child not in school by 8:45am will have to be signed in at the school office and would be recorded as late.
- **Please do not arrive on our school site before 8:30am.**
- Children in Reception, Year 1, 2 and 3 must be accompanied by an adult and dropped off at their child's classroom doors.
- Children in Years 4, 5 and 6 may walk to their classroom without adult supervision if required.

### Afternoon Collection:

- Internal school gates onto our playgrounds will be opened at 3:00pm and will close at 3:15pm.
- **Please do not arrive on our school site until 3:00pm.**
- Children will be released from classroom doors from 3:05pm at the end of the school day.
- All children in Reception, Year 1, 2 and 3 must be collected by a named adult. Please do not make ad hoc collection arrangements.
- Children in Years 4, 5 and 6 may walk home or make arrangements to meet parents outside of school if required.

### Before and after school activities:

- All before school activities will start at 8:00am.
- Parents will be able to enter our school site from 7:55am and drop their children at the 'Activity Base'.
- Parents should not park their cars in the school carpark.
- All after school activities will finish at 4:00pm.
- Parents will be able to enter our school site from 3:55pm and collect their children from the 'Activity Base'.
- Parents should not park their cars in the school carpark.



**Parking:** During drop off and collection times the area outside of our school gates is very busy.

- If you have to travel to school by car, please drive and park responsibly.
- Please follow our one school rule and be considerate to the health and safety of our families and children and be respectful of our neighbours.
- Please do not park or stop on the yellow zigzag markings outside of our school gates.

**PE and sporting activities:**

- Children should arrive each day in full school uniform, unless children are on an organised trip or event where changes may be required.
- Children will change for any P.E and sporting activities during the school day, but will go home in their P.E kits. Their uniform and school shoes will go home with them in their school bag.
- Children will also go home in any changes of kit required for after school activities.

**Break and Dinner times:**

- Year groups are able to mix from September. This will enable us to use our school halls again for dinners and return to our choice of 4 meals a day.
- Break and dinner times will continue to be staggered to provide more outdoor space for our children.

**School Office:**

- Our school office will be open again from September for parents.
- All new school uniform purchased mid-year will be sent home with children.
- All prescribed medicines need to be returned and signed back into the school office.
- All main correspondence should continue to be through phone calls – 01827 892913 or via email – [birchwoodparents@welearn365.com](mailto:birchwoodparents@welearn365.com)

**School Library:**

- Our school library will be open after school for children to attend with their parents.
- The library will be open after school on Mondays and Fridays from 3:10 – 3:30pm.

**COVID 19 – Case:**

- If your child tests positive for COVID 19 or is unwell with symptoms –

**They MUST stay at home. Do not attend school.** Must follow government self-isolation guidelines. Must be tested with a PCR test. Must inform school of test result. Must provide information to NHS test and trace.

- If your child is a close contact of someone who tests positive for Covid 19 (PCR). Includes household members of a positive Covid 19 case and those who have been notified by NHS test and trace –

Advised to get a PCR test in line with government guidelines. **Attend school as normal unless receive a positive PCR result.** Advised to help protect others by following government guidelines on how to stay safe and prevent the spread.

We look forward to starting the new school year and are determined to make sure that our children make up for any lost time. Thank you for your continued support of our school.

Yours sincerely



Mr N Coleman - Headteacher