

2nd September 2021

Dear Parents and Carers,

Routines and Procedures in September 2021

Following the end of the lockdown regulations on July 19th, the Government has published updated guidance for schools for September 2021. This guidance removes many of the restrictions on schools that have been in place since March 2020 and allows schools to, mostly, return to pre-Covid routines and procedures.

We welcome these changes as it is an exciting opportunity for pupils and staff to make the most of the full range of educational activities available to support learning such as trips and visits.

At the same time, the school recognises that Covid-19 is still a risk in many families and we are keeping a number of measures in place to limit the danger of infection in school.

As a result, some of our routines and procedures from 2020-21 will change and some will stay the same.

The routines and procedures can be summarised in 17 '**Need to Knows**' for parents.

Points 1 to 10 are **changes** from the routine in 2021-22.

1. *The Government's Test and Trace Team is now responsible for letting parents / carers know if anyone in the family has to isolate because of Covid-19.*
2. *New start and finish times for all year groups except nursery:*



<u>Year Group</u>	<u>Gates open</u>	<u>Start time</u>	<u>Gates open</u>	<u>Finish time</u>
Nursery	8:30am (Springfield Road)	8:30am	11:30am (Springfield Road)	11:30am
Reception to year 6	8:40am (Springfield and Upper Park Roads)	8:50am	3:10pm (Springfield and Upper Park Roads)	3:15pm

Upper Park Road New Southgate London N11 1BH

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3. **All year groups (except nursery) can use both Springfield and Upper Park Road entrances.**
4. **In the morning, gates open at 8:40am and pupils can go straight to their classroom.**
5. **Parents / carers to say goodbye to pupils at the gates in the morning, except nursery / reception whose parents / carers can come to the classroom doors to say goodbye.**
6. **Parents / carers can come onto the school site in the afternoon and collect their child from one of the playgrounds – see attached map for the location of each year group's collection point and the collection points on a wet day – parents / carers will be notified, if possible, if it is a wet collection day.**
7. **In July we said that masks do not need to be worn by parents / carers dropping off / picking up. However, in view of the high number of cases throughout August, we would now request that parents continue to wear masks, unless they are exempt.**
8. **In school, there are no longer any year group bubbles and the children will be mixing more at various times of the day, including at play, lunchtime and assemblies. The pupils will also be sitting more in groups, learning together and sharing more equipment and materials such as playground apparatus.**
9. **Some rooms that we have not used during the pandemic, such as the library, will now be regularly used by the children.**
10. **There will continue to be no educational visits or trips in autumn 1 next year, but school staff will start to plan these events for later in the year.**



Points 11 to 17 are the same as the routines in 2021-22.

11. **Do not send your child to school if they are unwell – please let the school know if your child has Covid-19 symptoms or if there is a positive test for a person in your household.**
12. **All children should be wearing full school uniform.**
13. **No PE kits will be stored in school - children wear PE kit all day on their PE day – parents will be informed of this in the first few days of term.**
14. **Each child needs to bring a refillable water bottle every day – water fountains are still not being used.**
15. **Children can bring in book bags with their reading book and homework.**
16. **Children must not bring in any equipment (such as pencil cases) or toys – this includes smart watches / phones, which must be left in the school office.**



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**DON'T FORGET TO
WASH YOUR
HANDS**

17. The school will still expect high standards of hygiene from children and adults, using hand sanitiser when they enter or leave class, following 'Catch it! Bin it! Kill it!' when they sneeze or have a runny nose and remembering not to touch their face. In addition, the school will maintain its enhanced cleaning schedule by, for instance, cleaning hall lunch tables thoroughly between different groups that sit there.



Please appreciate that whilst we hope that these arrangements will still apply in September, we are also mindful that the situation with Covid-19 can change very quickly, so we have also planned routines and procedures that can apply if more restrictive rules return in the autumn term.

In September, before the first day of term on Friday 3rd September, reminder texts will be sent to summarize these changes.

In addition, for the first few days of term, members of the senior team will be available at the beginning and end of each day to help parents and ensure a smooth transition.

Do not hesitate to get in touch if you have any questions or concerns by contacting the school office.

Kind regards,

David Newson

David Newson (Assistant Head Teacher)

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