



St Swithun's C of E Primary Academy

Executive Headteacher
Mrs Helen Thomas
Head of School Mrs Debbie Preece
Telephone 01777 702043

Grove Street
Retford
Nottinghamshire
DN22 6LD

Tuesday 21st July, 2020

Dear Parents and Carers,

Return to school in September information updates:

Arrival and collection times from Thursday 3rd September

In order to ensure that our children are safe on the school site and to minimise congestion on the street, we have staggered our arrival and collection times with 15 minute gaps between each class. So that families don't have to wait for different start times, **all siblings can be dropped off at school at the earliest sibling arrival time and collected at the latest time**, as follows:

Class	Class teacher	Arrival time	Collection time	Drop-off and Pick-up point
Reception	Mrs Mitchinson/Mrs Briers (Mon-Wed)	8.45am	3.00pm	FSU front yard Stand on a yellow star
Nursery	Mrs Oxborough/Mrs Myers (Wed-Fri)	9.00am	12.00	FSU front yard Stand on a yellow star
Class 1/2	Miss Ranson	9.00am	3.15pm	School yard via the front black yard gate. Stand on a green spot
Class 3/4	Mrs Ogden (formerly Miss May)	8.45am	3.00pm	School yard via the front black yard gate Stand on an orange spot
Class 5/6	Mrs Preece/Mrs Tunnard	9.15am	3.15pm	School yard via the entrance near traffic lights Stand on a blue spot

You will appreciate that in order for the new guidelines to work, it is very important to arrive and collect promptly from school.

Arrival:

- When you arrive, please enter the yard and stand on a coloured spot and wait for the class teacher to come and collect the children.
- All siblings will be directed to their classrooms by a member of staff.
- Please follow the arrows to leave the yard via the black gate onto Common Rd.

If you are running late, please contact the school office on:
01777 702043 or
office@st-swithuns.snmat.org.uk

Collection:

- At collection time, please enter the yard via the designated gate and wait on a coloured spot.
- Your child's teacher will bring the class out onto the yard.
- All siblings will be collected from their classroom bubbles by a support teacher who will bring them to you on the yard.

Please note:

- Please limit to **one parent** accompanying your child/ren onto the yard
- The drop off and collection times have been allocated, to minimise adult to adult contact and parents **must not gather on the yard or at the gates** after picking up/dropping off your child
- Parents are **not permitted to enter the main entrance of the school**, without a prearranged appointment

Uniform/Equipment

The children should wear full school uniform:

The only equipment they need to bring to school is:

- lunchbox (if bringing own lunch)
- named water bottle (they must bring this home to be washed every day)
- school PE kit

Stationary and all other equipment will be provided by school. We will be providing every child with a personal 'resource pack' for their own use, which will remain at school.

Attendance expectations

Please note the following information from the Department for Education which was released on 2nd

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.

If your child is ill (no matter what their symptoms), they must stay at home and you must inform the school office before the beginning of the school day:

We are very excited about welcoming all of the children back to school in September. We will, of course, continue to review the new arrangements in light of any further guidance from the government and through discussion with our governing body.

Thank you for your patience, support and constructive feedback. This has enabled us to work in partnership for our children's wellbeing and education through these uniquely challenging times.

Warm wishes,



Mrs Helen Thomas
Executive Headteacher