



Ashford Park Primary School

'Inspiring a love for lifelong learning'

26th February 2021

Dear children, parents and carers,

We hope that you and your families remain well, both physically and mentally, and that you are looking forward to **all of the children returning to school from Monday 8th March 2021.**

In line with the Government announcement on 22nd February, **attendance** will be mandatory and schools will have the authority to issue sanctions, including fixed penalty notices for non-attendance.

Further to the information we sent home on the 23/02/2021: [Gavin Williamson Open letter](#) and [Government Need to Know information](#), we are now in a position to update you with our planned safe return to school in line with the 'School coronavirus (COVID-19) operational guidance'.

School will be CLOSED to all groups of children on Friday 5th March.

We acknowledge and **apologise** that this will be problematic for many of you who have been accessing provision for children of critical workers and vulnerable children, but request that you can work with us in this instance as we require this time to re-organise the school environment in preparation for the safe reintegration of all APPS children and staff members on the Monday. This time will be used to ensure that every area is deep-cleaned, Legionella testing is completed, resources are sanitised and classrooms and colleagues are fully prepared for the full return of your children.

This means that there will be no live check-ins on the Friday. Work will be set by teachers on the Wednesday, as Thursday will be an off-timetable day to celebrate a love of reading – live check-ins will continue however throughout Thursday.

Future periods of self-isolation and remote education

Frustratingly, it is highly likely that during these times of easing lockdown that there will be further instances of bubble closure or the necessity for small group, family or individual self-isolation. In such instances please refer to the [Remote Learning Policy](#), [Remote Learning Plan and Guidance for Parents](#) documents found on the school website.

Please note that where an individual child or very small group of children has to self-isolate, they will not receive live check-ins via Google Classroom. In line with government guidance, the teacher will provide an overview of expected learning which will include links to recorded lessons such as **White Rose Maths**, **Literacy Tree** and **The National Oak Academy**. This is because we have decided as a school that for safeguarding reasons, teachers who are teaching near-to-full classes in school will not be live streaming their lessons to individuals at home via Google Classroom.

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Return of school property

If your child has a loaned school device (Chrome Book), or a reading book loaned to support the delivery of the English curriculum, please return these items to school via the school office from Monday 8th March.

Pick up and drop off times and locations

Year groups continue to have allocated gates and staggered start and end of the day times, as **detailed in the table below**. We respectfully ask that parents / carers **remain outside of the school gates each morning** for the school drop off. At the **end of the school day, parents can enter the school site** to collect their children as normal from classrooms, wearing face coverings (unless exempt) and continuing to social distance at the gate areas and when on site. **Please do not be offended if you are challenged for not wearing a face covering, as all who come to school and / or place of work are entitled to feel safe.** If you have more than one child, please collect the youngest child first.

Please arrive and leave promptly when dropping off / picking up your children. We greatly value partnership working, therefore please ensure that your children are on time - punctuality as you can appreciate, is a vital skill for life.

School drop-off times	Main Gate Station Crescent Entrance	Back Gate Queen's Walk Entrance
8.30am	Years 5 and 6	Years 3 and 4
8.40am	ACORN	
8.45am	Reception	Years 1 and 2
School collection times	Main Gate Station Crescent Entrance	Back Gate Queen's Walk Entrance
3.00pm	Reception	Years 1 and 2
3.15pm	Years 5, 6 and ACORN	Years 3 and 4

Parent / Carer access to school site

Parents / carers are welcome onto the school site at the **end** of the school day to collect their children. **All other parent access will be by appointment only – thank you.** The school office will remain closed to parents / carers until at least May half term. Any paper correspondence can be given to staff on gate duty for delivery to the office. We ask that if you have a query please contact the school office by telephone or email info@ashford-park.surrey.sch.uk. Please send your child into school prepared, as we are unable to accept late lunch boxes and water bottles etc., to avoid transmission of Covid-19.

Bicycles and scooters

Please do not allow your child to bring bicycles or scooters into school, as we must adhere to social distancing guidelines and avoid transmission of Covid-19. Separate arrangements have

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been made for **year 6 children only**, and if clarification is required, please email the year 6 email address.

Support for children returning to school

Many children will be excited to be back at school on 8th March, but some may also feel a little anxious. As a THRIVE school, we shall be running regular opportunities to enable time to talk about any worries or concerns that the children may have.

Medication

If your child requires medication to be administered during the school day, this can be placed in a container at the school gates, accompanied by a signed and completed medication form which can be found via this link: [Medication form](#) Please make sure that any medication is clearly labelled with your child's full name, class, the dosage to be administered and the dosage time. Antibiotics will be sent home via the class teacher.

Face masks / coverings

The government continues to advise that it is not necessary for children of eleven years and younger to wear any form of face mask whilst at school. If your child wears a mask on their journey to school, please provide a named sealable bag for them to safely remove their mask at the school gate, place their mask into the named bag and then deposit the mask in the sealed bag into the plastic container at the school gate. Upon removal and storage of the mask, the children will immediately need to sanitise their hands. The children can then collect their bag and mask from the school gate at home time.

Staff face coverings

Please be advised that staff at APPS will be wearing face coverings where social distancing between adults is not possible, and colleagues may wear masks when teaching as a precautionary measure during this continued period of high coronavirus (COVID-19) prevalence in the community.

Equipment

To limit the amount of equipment moving between home and school we ask that children only bring a **coat, packed lunch** (if needed) and a **named water bottle**. Children do not need to bring a bag or stationery into school, as personalised stationery will be provided, including pens, pencils etc., and tissues (Catch it, bin it, kill it!).

These stationery items will remain in school. Arrangements for taking home reading books will remain as they were before this current lockdown.

Please may we also ask that home toys / comforters, remain at home – thank you for your understanding, as we endeavour to keep us all safe and well.

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PE kit

It is the expectation that all children return to school wearing **full APPS school uniform**. To limit the amount of equipment moving between home and school, children will be asked to **come into school in their PE kit** on the days that they are timetabled to have PE. Your child's class teacher will remind the children of their PE days upon their return.

The school day

For all inside activities the school will endeavour to operate in **class group 'bubbles'** with the children remaining in these bubbles for learning. Play times and lunch times will operate on a rota system with zoned outdoor areas to minimise points of possible transmission. The **school kitchen** will provide a **daily hot meal**, with all year groups, eating their lunches (packed or school meals) in their class bubbles.

Where possible, the classrooms have been arranged with the desks facing forward. Children will wash or sanitise their hands upon entry to their classrooms and regularly throughout the day. We will all follow the 'Catch it, bin it, kill it' protocol and will be reminding each other about the importance of social distancing.

Wraparound Care

We are pleased to be able to inform you that KOOSA Kids will be ready to provide before and after school care from Monday 8th March. Please look out for future communication from KOOSA. They will also be running their popular holiday club over the Easter holiday period.

Extra-curricular activities

We will not be reintroducing any after-school clubs or activities at this time as we continue to reduce the risk of transmission of Covid-19. However, we will be monitoring the impact of full school return on rates of transmission in the community and we hope to be able to reintroduce outdoor after school clubs after the Easter holidays. As soon as we have information on this, we will communicate with you.

Once again, we look forward to working with you all in a positive and safe partnership throughout the remainder of this extraordinary 2021, and if you have any further questions please email: info@ashford-park.surrey.sch.uk

Kind regards,

Mrs Sarah Tarrant

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