



**Mrs S Pennington: Head Teacher**  
**Swarthmore Road, Selly Oak, Birmingham, B29 4JT**  
**Telephone: 0121 675 2489**

02/09/20

Dear parents/carers,

We are looking forward to welcoming you to our school. In relation to the ongoing COVID19 pandemic, we have made some small changes to your child's induction schedule which are outlined below. In the coming days, you will also be receiving information regarding the whole school COVID19 risk assessment. You will have received lots of information in your child's induction pack about your child starting school and you should now have been contacted by one of our reception team to book your induction meeting. These are being held in school on either Monday 7<sup>th</sup>, Tuesday 8<sup>th</sup> or Friday 11<sup>th</sup> of September or via the telephone if you are unable to attend in person. Please read the following information carefully as it will outline some small changes to the induction process.

Induction meetings – 7<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> of September.

Please arrive at your allocated time slot by the reception side door which will be clearly signposted for you (entrance on main road). We ask that only one parent/carer per pupil to attend in order to minimise the amount of adults in the building at any one time and please wear a face covering/mask if you are able to do so. We will only be able to let parents/carers into the building at their allocated appointment time and there will be no inside area to wait if you are early. This is to allow staff to sanitise between appointments and to ensure that we are complying with our whole school risk assessment.

Canon Hill Park and Nature Centre trip cancellation

Unfortunately, we are unable to run our planned trip to Cannon Hill park on Friday 11<sup>th</sup> September due to the ongoing pandemic, however we will endeavour to do this at a later date, dependent on social distancing guidance. On Friday 11<sup>th</sup> September, your child will not attend school and you will need to make alternative arrangements for childcare on this day.

Stay and Play sessions on Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> September.

Your child has been allocated a letter group which can be found on your child's induction letter which was sent out in their induction pack in June. You will also see a revised timetable below. Your child should attend at their allocated time through the side reception door (this will be clearly signposted for you). Sadly, we will be unable to have parents/carers in school to attend the stay and play session on Wednesday 9<sup>th</sup> September as planned as we will not be able to facilitate social distancing for this amount of adults and therefore we will be operating a 'drop and go' system.



From Wednesday 16<sup>th</sup> September onwards

Due to the ongoing COVID19 pandemic, we have had to alter the timings for the start and end of the school day for reception to ensure social distancing of parents. Reception's allocated drop off time will now be 8:40am-8:50am and collection will be 3:00pm. Please note this is a change to the previous timetable you received before the summer. Please see the revised timetable which can be found below.

Thank you for your understanding and support in ensuring that your child has a smooth transition into school, we will look forward to meeting you.

Yours sincerely

Mrs A Painter

Assistant Head Teacher/ Transition Lead.

Email: [enquiry@northfieldmanoracademy.org.uk](mailto:enquiry@northfieldmanoracademy.org.uk)

Website: [www.northfieldmanoracademy.org.uk](http://www.northfieldmanoracademy.org.uk)



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# SEPTEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
	Parent meetings	Parent meetings	<p>Please look carefully at your allocated group on your Induction Pack letter and only attend in your letter group.</p> <p>9:00-10:30 Group A- children in without parents/carers</p> <p>11:00-12:30 Group B- children in without parents/carers.</p> <p>1:30-2:00 Group C- children in without parents/carers</p> <p>Teachers to make decisions regarding class groups and prepare letters for parents/cares to explain class and name of teacher.</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>	<p>Please look carefully at your allocated group on your Induction Pack letter and only attend in your letter group.</p> <p>9:00-10:30 Group A- children in without parents/carers</p> <p>11:00-12:30 Group B- children in without parents/carers.</p> <p>1:30-2:00 Group C- children in without parents/carers</p> <p>Reception class groups to be shared with parents in a letter which will go home with them.</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>	Parent meetings.	
13	14	15	16	17	18	19
	<p>8:40am-8:50am drop off</p> <p>Collection at 11:45am- all children to attend school for the morning.</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>	<p>8:40am-8:50am drop off</p> <p>Collection at 1:00pm- all children to attend school and have lunch. (either packed lunch or school dinner based on parental preference)</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>	<p>Drop off 8:40-8:50</p> <p>Collection -3:20</p> <p>All children to attend full time (unless exceptional arrangement made for those children who may have additional needs)</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>	<p><b>Full time from now on</b></p> <p>All children to attend full time (unless exceptional arrangement made for those children who may have additional needs)</p> <p><b>Drop off/ collection- side door to reception- accessible from main road</b></p>		