



Mrs S Pennington: Head Teacher
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3rd September 2020

Dear Parents/Carers

I just want to give a few reminders and updates before Monday. This will mean that you have tomorrow to contact the school or your teacher should you need to before the big day.

Pupil Drop-off and Collection

- **Keep to drop-off and collection times.** The turn-around times are tight between year groups but should be doable if we all keep to the plan. I want to avoid timing them further apart as this creates more headaches for parents with multiple drop-offs and work schedules.
- **Do not let older children come into school early** – they have had this privilege in the past in order to meet and socialize with their friends, however, we cannot do this safely now. All children in all year groups must keep to the timetable.
- **Do not pass on messages at drop off or collection** – use Dojo to contact the teacher directly or the office email or phone. We love to stop and talk to you; however, we won't get the system to work safely if we do this now. A smile and hello will have to do for now – we are always happy to talk on the phone.
- **Do not park on the pavements where parents may be trying to queue/be socially distant.**
Travel by foot, bike if you can.
- **Follow the signage and the guidance of senior staff** – we will be there to help keep everything clear, organised and keeping to time. Follow the one-way systems and if you can leave to go home on the opposite side of the road to school - this will help to reduce the number of people on the school side of the road.
- **Don't worry if your child refuses to come through the gate** – stand a safe distance aside from the queue to let others in. A member of staff will come and assist when the others have gone in. This happens on occasions under normal circumstances, particularly with young children.

We all need this to work well and we are dependent on each other in making it work. I have no doubt that Northfield Manor parents and children will do their best. We will review how this works and make any adaptations as required. Hopefully, any changes we need to make will be minor.

If you haven't yet caught up with the parent letters from Monday and Wednesday, I strongly recommend you have a read – there is a lot of information to give you, but all of it relevant. You can find the letters on the school website.

Change to PE

To reduce personal belongings in our classrooms/cloakrooms the children will come to school in their PE kits one day a week. The timetable is below. This will mean that children will not have to get changed in their classrooms or keep their PE kits in school. Normal school uniform will remain in place on the other 4 days. Black jogging bottoms are part of the PE kit and I would recommend they wear them particularly as the weather gets colder. Children can wear trainers or pumps and they can wear their school sweatshirt. On PE days they should still bring a coat. We will begin this straight away from 7th September.

Monday	Year 1 and Year 4
Tuesday	Year 3
Wednesday	Year 2
Thursday	Reception, Year 5
Friday	Year 6

Water bottles

Please make sure children have an individual, named water-bottles. These should be cleaned at the end of every day before reuse.

Sandwich boxes

If your child has sandwiches, please make sure their box is labelled with their name and class.

Labelling Equipment and Uniform

It is important that all uniform is labelled – it is more important than ever that clothing does not get mixed-up/shared.

Reception Children

Parents of Reception children will receive a separate reminder letter regarding their child’s induction and start to the year.

Breakfast/After-school club

This starts from Monday September 14th. If you have put your child’s name down for a place you will receive a letter tomorrow (04.09.20).

Parent Feedback/Survey

We will ask for your feedback once the children have started as part of our risk assessment review. We can then refine routines and iron out any issues that we may not have foreseen. However, you don’t need to wait until then if you need to talk to us, just remember to communicate directly with your class teacher through Dojo whenever possible and through the office email or phone if you need to speak to senior staff.

Finally, I would like to welcome you back to Northfield Manor Primary Academy. It’s been quite a journey for children, parents and teachers over the last 5 months and I’m hoping that we all get a more consistent school year. We can’t predict the challenges ahead but, we have been working hard to make sure that we can teach all children as safely as possible and give them the best education we can. We are all very excited about having the children back with us and are looking forward to Monday. We hope you are too.

Yours faithfully
Mrs S Pennington

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