23rd August 2021

Dear Parents and Carers,

I hope that you have all enjoyed a lovely summer break – although the weather has not been great, I am sure, like me, you welcomed the time to spend with friends and family without the routines of school life.

At the time of writing there will no longer be any Covid19 related restrictions in place in school. On our return the school community will be able to mix and we will continue our delivery of a broad and balanced curriculum.

Pupils will be able to walk freely around the school, share break / lunch times and work with pupils from different classes. We will, of course, remain vigilant and continue to main excellent hygiene standards – handwashing will be a priority and cleaning regimes will remain stringent. We are all very pleased to return to the ‘old normal with a bit of new normal’! As per government guidance I continue to risk assess and my risk assessment will be available on the school’s website from 1st September 2021. Working hand in hand with my risk assessment is a ‘outbreak management plan’ which details the steps we would need to reintroduce should be have an outbreak of Covid19 in school. This will also be available on the website from 1st September 2021.

I truly hope that we are entering a ‘reconnecting phase’ – a phase that allows us to reflect on the past two years of interrupted teaching and learning and resume our journey of school improvement to ensure that all pupils make progress from their post pandemic starting points. It would be naïve to believe that we, as a school community, have not felt the impact of Covid19 – I think each one of us have in some way. The challenge now is to ensure that we plan for our pupils to not just develop academically - but also to grow in terms of their personal and spiritual development. I strongly believe that a combination of all these elements will help to equip our pupils for future – a future that will, no doubt, have its own combination of experiences and challenges. Attached, along with this letter, is the school’s Spiritual, Moral, Social and Cultural Policy – this together with our vision and values underpins all the school does to support our pupils in their development. I am very much looking forward to returning to steering the school’s strategic direction.; for the last two academic years I have had to focus in the operational aspects of school life and following government Covid19 guidance.

When we return next week we will resume some pre-pandemic routines – although there are one or two ‘Covid Keeps’ that have worked well;

* The school gate will open at **8.45am** with lessons starting promptly at 9am. Reception pupils will enter at the back of the school directly into their classroom (Mrs Foy will send further details).Please aim to be in school before **8.55am** so that lessons can begin after the register has been taken. I will be welcoming you each day and I am always available to speak with you about any concerns or to pass on messages. You will also be able to enter the school and speak with the ladies in the school office. We have a new Office Manager – Mrs Tracy Rust – she is very much looking forward to getting to know parents and pupils.
* Pupils can wear summer uniform up until the half term break in October; winter uniform is also permitted. Black school shoes please – no boots or trainers. Please follow the school’s uniform policy.
* We will continue to ask pupils to come to school dressed in PE kit – this has saved a great deal of time before PE lessons and there has also been a reduction in the number lost property items!

Classteachers will let you know when your child’s PE days are. During colder months children can wear dark coloured tracksuit bottoms or leggings if they do not have a school tracksuit. Please avoid non-Penshurst tops and casual leisure shoes –please stick to the school’s PE uniform.

* The school day will return to ending at **3.15pm** for all children – we are altering the arrangements for pick up slightly. One of the ‘covid keeps’ was that the dismissing of pupils at the end of the school day made it much easier for us to safeguard pupils as we could clearly see who they were going home with. Please continue to inform the school office if your child is being collected by someone other than you, their parents. Please also help minimise the admin time spent on this by informing all changes by mid-day.

We ask parents of children in Reception, Year 1 and Year 2 to arrive for 3.10pm so that pupils can be dismissed before the children in Years 3-6 come out with their teachers. This will mean parents can be seen clearly and children dismissed safely.

**Maple Class (Reception)** – parents to collect from the back of the school; Mrs Foy /Mrs Poole will dismiss your child. Mrs Foy will write to all Reception parents to explain in more detail.

**Elm Class (Years 1 & 2)** Miss Costen will release pupils from the door of the classroom.

Parents should not arrive until 3.15pm if only collecting pupils in Years 3-6; parents with children in both infant and junior classes will need to wait until the children from Years 3-6 are dismissed.

**Beech Class and Oak Class (Years 3 to 6)** Mr Newman /Mr Harris will bring the children to the front playground and dismiss them as they see their parents.

It would be very helpful if you position yourself so the classteacher can clearly see you.

Please remember we will not allow pupils to go home with another adult unless we have received notification of this. If you wish your child to walk home then please speak with the office team to complete the appropriate forms.

The School Office will being sending out information for booking Early Morning and After School Wraparound Care provision. This should be booked in advance. You will receive the ‘terms and conditions’ related to this provision by email.

We are keen to get our full range of clubs up and running but also feel there is a need to take things one step at a time – we will reinstate a number of clubs for the Autumn Term; full details will be sent out during week of 6th September 2021. Each term we review and as appropriate introduce new clubs.

I will write again at the beginning of the new term. I hope you enjoy the last days of the summer break and look forward to seeing you all on 3rd September 2021.

With best wishes,

Mrs S Elliott

Headteacher.