



Meir Road
Normacot
Stoke on Trent
Staffordshire
ST3 7JG
Tel. 01782235377

Email: office@alexandrajunior.co.uk

Dr Ralf Müller
Headteacher

1 September 2020

Dear Parents/ Carers,

The summer holidays are over and we are ready to start the new school year.

As you are aware, the Government have provided general guidance for all schools how to make school as COVID secure as possible and we have put comprehensive measures in place to reduce risk following that advice.

In addition, following the local outbreak in Normacot, we have worked intensively with the Local Authority to ensure that our measures in school are fit to provide a environment that is as safe as can be for our children and staff.

Some of the important measures to reduce the likelihood of infection in school for you and your child (children) to take note or to follow are:

- Each year group forms a bubble which will not mix with other children in the school wherever possible.
- Start and finish times as well as break and lunch times are staggered.
- We will as long as Normacot experiences a relatively high infection rate, check each child's temperature upon arrival and won't send home reading books until further notice.
- On your child's PE day, children should arrive in school wearing their PE kit.
- Children are not allowed to wear face coverings in school. Adults have to wear face coverings on school grounds.
- Should you want to speak to a member of staff please phone or email whenever possible. Otherwise call to make an appointment to arrange for a face-to-face meeting where this is necessary..
- Year 5 and Year 6 pupils must be accompanied by an adult on the first day and until a completed signed parent or carer consent form is returned to school. (your child will be provided with a form on their first day).
- There is a limited break fast club available. Children can arrive 10 minutes before their start time specified below to get breakfast.
- Very limited after school clubs will take place in the first half term. We will review the situation and communicate with you in due time about plans to offer after school clubs.

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To support the smooth transition of our children back to full time school and so that we can adjust measures if necessary we are phasing the year groups in over the next few days. Please note the specific start day and school day times for your child/children:

Year Group	Start Day	Start Time	End Time
YEAR 3	3rd September	8:25am	2:40pm
YEAR 4	7th September	8:45am	3:00pm
YEAR 5	4th September	8:35am	2:50 pm
YEAR 6	8th September	8:55am	3.10pm

- **Only one parent/carer must bring or collect children from school.** Where possible, please drop your child off by the gate.
- **It is absolutely essential that you arrive at the exact stated times.** If you arrive earlier, you must wait away from the school grounds. **If you are late, you will have to wait to collect your child as the next set of children will be leaving.**
- Should you have pupils at the Infants' school and times overlap, please take the Infant pupil first and the Junior child second.
- Should you drop off (or pick up) more than 1 child who are in different year groups, please arrive on time for the child that has the earliest drop off (pick up time). Wait on the far end of the yard near the garage for the second child to be brought out to the yard by the teacher.
- To avoid congestion and unnecessary close contact with other people, **please, follow our one way system and enter the grounds using the gate leading to the conservatory and leave using the gate passing the trim trail area as soon as you have collected your child.**

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Please be reminded that **attendance is again compulsory**. For safeguarding reasons and to avoid that unauthorized absence could lead to enforcement action by the local authority, please, phone the office if your child can't attend and provide us with the reason for the absence. We can log it as an authorized absence if, for instance, your child is too unwell and receives medical attention, there has been a positive test result in your household and your child needs to self isolate or you have been advised by Track and Trace to self isolate, your child is displaying COVID symptoms or you have just arrived back from holiday from a country that is not on the governments safe travel list.

There is one last safety measure I want to mention. Please, sign up to the parent pay system as soon as possible if you haven't already done so. We want to be cash free by the 1st October so that our staff won't have to handle cash.

Thank you for your continued support.

Dr Müller

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