



### Attendance & Absences

- The government has made it clear that keeping schools open is a priority and that children are expected to attend school as usual.
- Please contact the school office if your child is unable to come to school for any reason.
- An updated quick reference guide has been sent out and is available on the school website which outlines the steps you should take if your child or a member of your household develops Covid symptoms.

### Start & End of Day

#### Nursery

- 8.50-9am Parents bring children to the nursery gate where they are greeted by a member of staff
- 11.45am Parents form a socially distanced queue by the nursery gate and children will be dismissed by staff one at a time

#### Reception, Years 1 & 2

- Years 1&2 are greeted by a member of staff at the alley gate between **8.40-8.50am**
- Reception children are greeted at the alley gate between **8.50-9am**
- Children are dismissed one at a time from the classroom between **3.10-3.20pm**. Parents enter the playground via the nursery gate, collect their child from the classroom and leave via the alley gate following our one-way system.

#### Years 3,4,5 & 6

- 8.35-8.45am – children enter the school via the main entrance or terrace as directed by staff.
- Parents may accompany their child up the path to the steps and leave via the carpark, following our one-way system, or say goodbye to their child before the child enters the school site.
- 3.20-3.30pm – children are dismissed one at a time from the school hall. Parents are asked to form a socially distanced queue along the path and to leave via the carpark with their child.

#### All years

Parents can help to make drop off and collection as safe and smoothly run as possible by following the guidelines below

1. Arrive within the correct time slot (not before please) to reduce queuing on and around the school site.
2. Ensure only ONE adult drops off or collects children to reduce the number of people on and around the school site
3. Leave the school site promptly once your child has been dropped off or collected. If you need to speak to the classteacher, please contact them via the school office or the class email.
4. Maintain social distancing at all times.
5. Follow all local or national restrictions

### Uniform

In line with the guidance from the Department of Education, we are keeping our school well ventilated at all times. This means that classroom will inevitably be colder than usual and we would therefore encourage parents to ensure that children are dressed appropriately when they come to



school. In addition to the normal uniform requirements, children may wear extra layers in order to stay warm. Where possible we would ask that additional clothing is plain and of a dark colour (navy blue, black or grey) All clothing should be appropriate for school please.

Children are currently asked to come to school in their PE uniform when it is their PE day (R, Y1, Y2 – Tuesday & Thursday; Y3,4,5 &6 – Wednesday & Friday) As the weather becomes colder, please ensure that children have jogging bottoms/leggings and jumpers/long sleeved tops to keep them warm.

### Lunches

Hot lunches will once again be available from 9<sup>th</sup> November. Please make sure that you have ordered a meal for your child in advance.

### Communication

Unfortunately we are currently unable to communicate with parents in person in the way that we would usually choose to. We have introduced a weekly update from each class alongside our whole school newsletter to keep you in touch with what is going on in school and will continue to use ParentMail to keep you informed. If you need to speak to a member of staff, please contact them via the school office or the class email and the appropriate person will get back to you as soon as possible. Class email addresses are...

Nursery (Mrs Quinn) [caterpillar@stmarys.rbksch.org](mailto:caterpillar@stmarys.rbksch.org)

Reception (Miss Cameron) [butterfly@stmarys.rbksch.org](mailto:butterfly@stmarys.rbksch.org)

Year 1 (Mrs Rose) [squirrel@stmarys.rbksch.org](mailto:squirrel@stmarys.rbksch.org)

Year 2 (Miss Burrage) [hedgehog@stmarys.rbksch.org](mailto:hedgehog@stmarys.rbksch.org)

Year 3 (Mrs Smiley) [fox@stmarys.rbksch.org](mailto:fox@stmarys.rbksch.org)

Year 4 (Mr Angus) [otter@stmarys.rbksch.org](mailto:otter@stmarys.rbksch.org)

Year 5 (Mr Charlton) [owl@stmarys.rbksch.org](mailto:owl@stmarys.rbksch.org)

Year 6 (Miss Hurdhan) [falcon@stmarys.rbksch.org](mailto:falcon@stmarys.rbksch.org)

Office (Mrs Mills) [office@stmarys.rbksch.org](mailto:office@stmarys.rbksch.org) tel. 020 8397 9597

Senior Leadership Team (Mrs Playle, Mrs Quinn, Mrs Smith) [slt@stmarys.rbksch.org](mailto:slt@stmarys.rbksch.org)