

17th July 2020

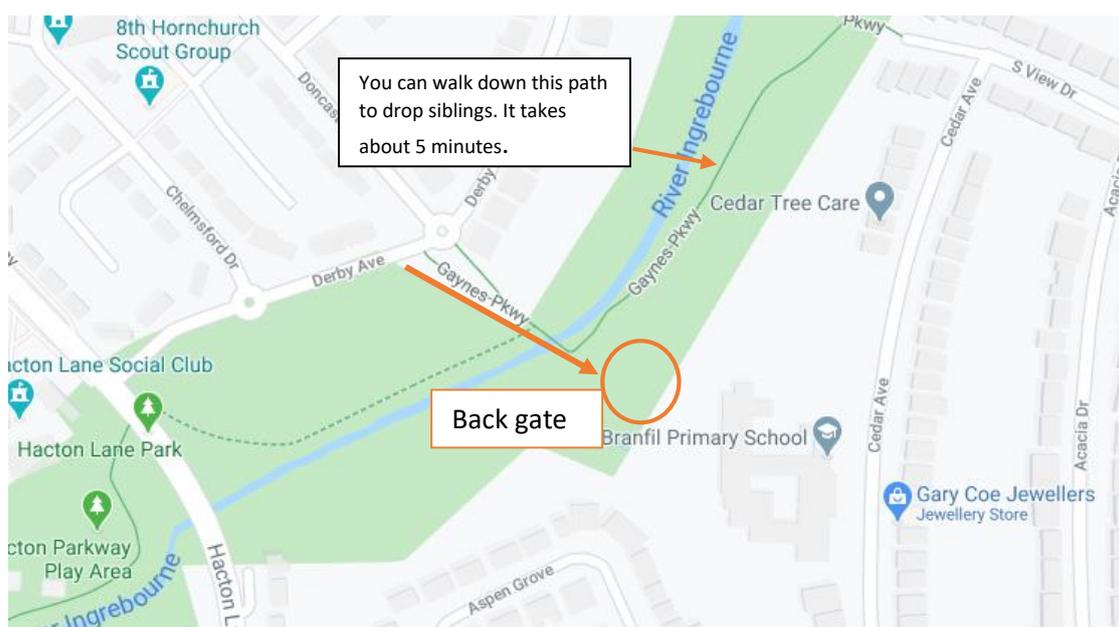
Dear parents/carers

The Reception team enjoyed the opportunity to speak with parents/carers last week and to get to know more about the children who will be starting at Branfil in September.

As parents/carers are aware, these are far from normal times and, unfortunately, due to updated government guidelines, we have had to alter some of the procedures with the new intake in September. As it stands, parents/carers are not allowed on the school premises. However, we understand that this is your child's first experience of school and acknowledge the importance of you being there to support them during this time. We have therefore made some alterations that will allow some flexibility around this for the first week.

Entering and exiting the school

The Reception children will use the back entrance to the school from Monday 7th September until they start full time on Thursday 17th September. This gate is accessed through the park; the nearest road is Derby Avenue. Parents/carers can park nearby and walk through the park, across the bridge and straight up to the back school gate. This will only be used for Reception children. Parents/carers are encouraged to socially distance as you wait and stand to the right of the path to allow parents/carers to walk back on the left hand side.



Dropping off and picking up older siblings up until 17th September 2020

Siblings of Reception children will be using a designated entrance at the front of the school. They will have a separate start and finish time depending on their year group(s). In most circumstances, there is enough time to walk around to the front/back of the school between the times. We are aware this is inconvenient; however, it will only be for a limited number of occasions. When Reception start full time, they will follow the same system that is used for the rest of the school and will be using a front entrance/exit.

Meet the Teacher Sessions

Two adults will be able to attend the Meet the Teacher appointment with your child. You will be met at the back gate by Reception staff at your designated appointment time. They will walk you through the outside Reception area and into the classroom. This will not be an opportunity for children to play but they can see the classroom and outside area. Parents/carers and the child will then sit and meet with the child's class teacher. These appointments will be 10 minutes only. We have spaced sessions to allow for the cleaning of the table and chairs between sessions and to

supervise parents/carers moving to and from the classroom. It is imperative that parents/carers arrive at the designated appointment time please so that you do not miss your time slot. Parents/carers will be informed of their appointment time in a letter that will be sent at the end of July.

When you attend the appointment, please bring:

- £9 in a sealed envelope with your child's name and class written on the envelope to pay for their book bag
- Your child's completed activity sheets that we will send to your child during the summer holidays
- Your child's labelled wellies and raincoat that will stay in school
- Your child's birth certificate.

Monday 7th, Tuesday 8th, or Wednesday 9th September	One 10 minute appointment for Meet the Teacher
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Stay and Play

Due to limits on the number of people allowed to congregate in one space, we will now only be able to have one stay and play session for each child. You have already been informed whether your child will be in the morning or afternoon sessions. **One adult** will be able to attend with the child. You will be met by a member of staff at the back gate. We will clean all resources between sessions.

Thursday 10th September – 'Morning' Children only	Ash class 9:30am-10:30am Fir class 11:00am-12:00pm Elm class 1:30pm-2:30pm
Friday 11th September - 'Afternoon' Children only	Ash class 9:30am-10:30am Fir class 11:00am-12:00pm Elm class 1:30pm-2:30pm

Half Day Sessions

Please note the change of times. Children will be collected and dropped off at the back gate. Parents/carers will not come onto the school site with them.

	Morning children in Ash, Elm and Fir	Afternoon Children in Ash, Elm and Fir
Monday 14th September	9:20am -11:00am	1:00pm-2:40pm
Tuesday 15th September	9:20am-12:00pm (lunch in school)	1:00pm-2:40pm
Wednesday 16th September	9:20am – 11:00am	12:00pm-2:40pm (lunch in school)

Full time

From Thursday 17th September all Reception children will be attending full time. Parents/carers will drop their Reception children off between 8:40am-8:45am and collect them from 2:40pm-2:45pm. Each class will be using a separate entrance/exit gate at the front of the school. This will ensure we can dismiss children as quickly as possible and therefore ease congestion while maintaining social distancing.

They will be as follows, from the perspective of looking at the front of the school:

Class	Drop off/pick up point
Ash	Far left pedestrian gate by the staff car park. Parents/carers should queue to the left, down the road, away from the school towards Gaynes Park Road.
Elm	Main playground gate A. Parents/carers should queue to the right down the road, away from the school, parallel to the school playgrounds towards South View Drive.
Fir	Main playground gate B. Parents/carers should queue to the left, parallel to the main school building, towards Gaynes Park Road.

Communication with teachers

We understand that under any circumstances starting school is a big event, one that we want to help your child to celebrate. You may have questions or need to tell us information about your child on a certain day. We want to still encourage this communication through contacting your child's class teacher via their class e-mail address:

Ash class – ash@branfil.havering.sch.uk

Elm class – elm@branfil.havering.sch.uk

Fir class – fir@branfil.havering.sch.uk

This will help to speed up the process of getting your child into and out of school and help us to avoid congregations of families which could hinder social distancing. Class teachers will check their class e-mail at 8am each day (term time only). For minor queries, the class teacher may e-mail back to acknowledge receipt of the information (e.g. informing us of another family member picking your child up that is not on your child's pick up list). If it is a query that requires a longer discussion, the class teacher will call the parents/carer within 2 days. If you need to get an urgent message to the class teacher after 8am, please contact the office (01708 225186 or office@branfil.havering.sch.uk).

We appreciate your patience and understanding at this time. If you have any questions, please e-mail the class teacher or call the office so that we can get back to you. Parents/carers will also have opportunity to discuss any drop off and collection questions during the Meet the Teacher sessions.

We wish you a relaxing summer break and look forward to seeing you all in September.

Kind Regards,

The Reception Team