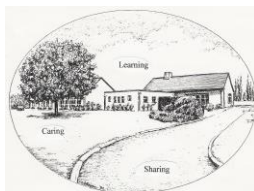


## Byfleet Primary School

King's Head Lane  
Byfleet  
Surrey  
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Head Teacher  
Mrs Cheryl Meyrick



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September 2020

Dear New Reception 2020 Parents/ Carers,

### SEPTEMBER INFORMATION

We hope this letter finds you all staying safe and well and enjoying your summer break. You may well have already read this information, however we are resending the most up to date information as a reminder. We look forward to meeting you and your child as they start their new school journey with us.

Below I will outline the **transition plans** for September 2020. As you know, we would normally have had individual meetings with the teacher, 'Stay and Play' sessions and information meetings with school staff this term. These will now take place in September and form a very important part of ensuring a successful start to school life.

#### Gradual introduction to school

In these unsettling times, your children have not been able to become familiar with the school environment and, due to the lockdown, many have not been able to attend their usual Nursery settings. A sudden separation from parents/carers and joining a large group may cause some anxiety and worries.

With the current situation, we have to ensure that all children and adults in school follow certain hygiene and cleaning protocols which the new Reception children will also need to learn. These are monitored to ensure that everyone washes their hands on entry, before and after play/toilet/snack and before they leave to go home.

Therefore, we have planned for a gradual opening so that the children are supported with their start to school, and they feel comfortable and prepared to build-up to a successful, full day.

Please see attached your schedule of dates to attend with timings.

#### 1:1 visits with class teacher

Appointment slots to meet Miss Kirby for your child's first half hour session on a one-to-one basis have already been allocated. If you haven't yet made an appointment or would like to query your slot timing, please contact [info@byfleet.surrey.sch.uk](mailto:info@byfleet.surrey.sch.uk). This is an opportunity for you to share details of how your child socialises, approaches learning and any relevant family information. Miss Kirby has already spoken to the nurseries and can build up a picture of your child in this meeting. This is a very important step in establishing the school relationship and how the school can support your child.

### **“Stay and Play” session**

The second date is a “stay and play” session in a small group of children. During this session, your child will spend an hour in the Reception Class with the teacher whilst parents are invited to an information meeting with the Head and other staff. You will receive key information about the school and an opportunity to ask questions. You will be able to walk your child round to the playground to be greeted by the teacher and then be directed into the school for your meeting. At the end of the meeting, the children will be delivered back to you.

### **Small group session**

The third date is when a small group of children stay for a 2 hour session, either in the morning or afternoon. This is a further opportunity for the children to explore the classroom and get to know the others and the teacher a bit better. Drop-off will be the same as above but for collection, the children will walk to the gate to be collected by you there.

### **Half day sessions**

The next date is for all the children to attend for a morning. All 30 children will be in and becoming accustomed to being in a large group, having the opportunity to socialise and play in the class and the outside area, all together. The drop-off and collection arrangements are as above.

The next date will extend this to include lunch. Lunch will be taken in the Hall and they will be joined (at a distance) by Year 1 and Year 2. Lunch is a very key time in school and the children will learn how to sit at the table, eat in a social setting and become accustomed to school lunches and the Hall environment. The drop-off and collection arrangements are as above.

### **In school full-time**

The final date is when all children will attend for a full day - Tuesday 21<sup>st</sup> September. The school start time is 8.35am and parents will be asked to walk to the playground with their child and wait in a designated area to be greeted by the teacher. At pick-up time, 2.45pm, parents will walk round to the playground and wait in a designated area.

### **Further information**

*To help you child become familiar with school routines, please could they wear their full school uniform for all of the sessions that they attend during their transition, including their first 1-1 meeting with Miss Kirby – we can't wait to see how lovely they look!*

All the information you will need regarding school reopening, COVID risk assessments and a video outlining some of the arrangements we have put in place to keep everyone safe, is available on our new school website [www.byfleet.surrey.sch.uk](http://www.byfleet.surrey.sch.uk) under the ‘parents’ tab. You may also want to access our wrap around care for breakfast and afterschool clubs – which can also be booked via the school office.

As the new headteacher as of September 2020, I hope you have had time to [view my introduction video](#) so that you can put a name to a face. The team and I look forward to meeting you in person soon.

If you have any queries about the return please email or ring the school on [info@byfleet.surrey.sch.uk](mailto:info@byfleet.surrey.sch.uk) or 01932 403 116.

Kind regards

*Mrs Cheryl Meyrick*

Mrs Cheryl Meyrick  
Headteacher