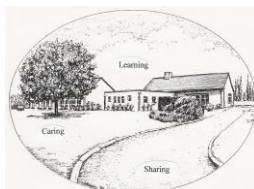


## Byfleet Primary School

King's Head Lane  
Byfleet  
Surrey  
KT14 7AT



Head Teacher  
Mrs C Meyrick

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Friday 28<sup>th</sup> August 2020

Dear Byfleet parents/carers,

I hope you are all well and have been enjoying the summer break. I am excited to be writing to you, in preparation for the start of our next academic year 2020/21, and my first with you as the new Headteacher. We are looking forward to welcoming all of our Year 1 – Year 6 pupils back to Byfleet on **Thursday 3<sup>rd</sup> September** and I just wanted to update you with all the information you should need for returning to school to reassure you and ensure this return runs smoothly.

**I have collated all the necessary key documents below which are available on our website.** Please take time to familiarise yourself with this information, which includes some information for you to share with your child as we prepare them to return to school as for some children, they will have been away from school for several months and may have some questions of their own before starting the new academic year. We are also excited to share with you that during the holiday, we have been building a new Byfleet Primary website, which we hope you will find informative – please visit [www.byfleet.surrey.sch.uk](http://www.byfleet.surrey.sch.uk). All of the information regarding Covid-19/returning to school, can be found under the **'Parents'** tab. This website will be regularly updated, along with our Twitter account *@byfleetprimary*.

### Key Documents:

1. Returning to School Information 2020 & Welcome Back to Byfleet Video
2. Covid-19 Risk Assessment
3. Covid-19 Behaviour Policy and Addendum
4. FAQ – frequently asked questions
5. School Lunch Menu & KS 2 School Meals September 2020
6. New to Reception (Hedgehogs) information 2020

### Highlights:

- Please note the tweaks to some of the drop off and collection time in 'Returning to School Information 2020' letter
- Children will be arranged in **4 'bubbles'** to support social distancing - **a.) Reception Bubble, b.) Year 1 & 2 Bubble, c.) Year 3 & 4 Bubble and d.) Year 5 & 6 Bubble.**
- Children will predominately be taught within their class however 'bubbles' allows us the flexibility for children to be grouped across their bubble group for playtimes, wraparound care etc. This will allow children to be able to play with others from other classes in their bubble at break and lunchtimes. Each bubble group will have their own area on the playground at set times to ensure children from across the school are kept separate throughout the day. These bubbles will arrive/depart school at the same time. Interventions will continue to take place and adults may work across bubbles however we will make all attempts to restrict this where possible.
- Only parents/carers from Reception and Year 1 - 3 will be permitted on site at the start and end of the day, limited to one parent per family please; Year 4 – 6 pupils will walk independently to their classrooms from the school gate.

- Desks in classrooms will be front facing and children will be provided with all the equipment they will need to use on a daily basis, however Year 3 – 6 have been asked to bring in their own pencil cases. These will be kept in school.
- PE kits are to be worn to school on PE days with trainers to reduce the amount of equipment brought into school. On non-PE days, children are to look smart in their full school uniform and black leather shoes please. We will keep you updated shortly on when our second-hand shop will be opened.
- Water bottles, fruit snacks and coats may be brought into school daily. Please label all equipment. Your child will be provided with a plastic wallet with their home reading book(s)/diary which we ask them to return to school each day so they can access this during the school day. These books will remain in school over the weekend to be quarantined before redistributing these out in the following week so we encourage children to read their own books/online books over the weekend. If your child wishes to continue reading a book for longer than a week, they may do so however books will not be exchanged more than once each week.
- Wraparound care arrangements can be made via the school office please. We will be in touch regarding extra-curricular activities that we are hoping to offer in the coming weeks.
- School lunches are still available; both home-packed lunch and school lunch will be eaten in the classrooms/designated outdoor space in bubbles for Year 3 – 6. Reception and Year 1 & 2 will eat in the hall, which is a familiar space for them.
- With a heightened emphasis on mental wellbeing, relationships and social skills to ease the children and staff into school routine, we will follow a 'Recovery Curriculum'. Previous years' objectives will be revisited and the expectations for learning will be business as usual where staff will plan lessons that support 'catch up' yet address their current year groups' learning objectives – we aim to ensure that no time is wasted to achieve this so that we can build back better and are fortunate to have at least one member of support staff in each class to support teaching & learning. Staff will be proactive and communicate via telephone if there is anything they wish you to further support your child with at home, in addition to homework so that we can collaborate to ensure our children are fulfilling their potential.
- Arrangements for homework and home-learning will be shared with you shortly, along with curriculum newsletters so that you can see what exciting learning opportunities your child will experience this year.
- I will lead a virtual assembly on the first day back to welcome the children back to Byfleet and to remind them of the arrangements in place, to keep Byfleet as safe as possible.

We will endeavour to have as many staff members as possible on the playground and I will personally be on the school gate to say hello and introduce myself and welcome you all back and show the children the routines to help them settle in. Under normal circumstances, the staff and I would have loved to have taken time to have an individual conversation with each of you on the school gate, however this will not be possible due to restricted drop off/collection times and social distancing needing to be in place. I am however keen to reassure all families and if you feel you would like to discuss anything, have any further questions or feel there is something we ought to know in the interest of your child, please do communicate with our office staff on [info@byfleet.surrey.sch.uk](mailto:info@byfleet.surrey.sch.uk) or 01932 403 116. At present, we are hoping to limit the number of parents coming into the school office so please communicate with us, as above.

As with any plans, we will keep you informed with any changes once we have returned to school and as guidance is updated.

Our staff have been working and planning hard to ensure that all procedures and advice for wider opening of schools are being adhered to and we are confident that we have the right provision in place to ensure that our school is as safe as possible for pupils and staff returning in September. Thank you for helping us keep our community safe by having a quick turn-around at drop off/collection times, keeping a safe distance from other children and families and for not loitering near the school gates.

Thank you in advance for your support and on behalf of the staff, we look forward to welcoming all the children back on Thursday 3<sup>rd</sup> September. Enjoy the last few days of your summer holiday with your children.

Kind regards,

Mrs Meyrick  
Headteacher