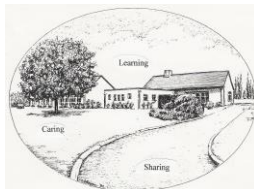


## Byfleet Primary School

King's Head Lane  
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Head Teacher  
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Monday 7<sup>th</sup> September 2020

Dear Parents/Carers,

What a start to the year! I would like to kick off by saying thank you for the many welcome messages I have received as the new headteacher of Byfleet; quickly I have been made to feel part of the team by parents, staff and our lovely children whilst I am settling in. As always, it's been a busy start to the term, more so with us faced with more challenges than usual due to us welcoming back all of our children, with staggered start/end of day timings, whilst trying to maintain social distancing and with only one viable entry point onto our school site.

I trust that you managed to read my first letter sent out to you at the end of August, which I thought you'd find useful in preparation for your child(ren) returning to school. [In case you missed it, can be found here](#). Thank you all for taking swift action to implement our new '**year group designated areas**' outside of the school gate, which I outlined in the letter sent out on Thursday 3<sup>rd</sup> September, which is also available on our website – [click here to view](#). All correspondence related to whole-school arrangements that are sent out to parents will always be added to our school website so if you feel you may have missed some news, please always check here.

The success of the first few days has only been possible through the support of the community and dedication of our staff. Everyone has worked so hard and has been so patient to ensure that every child gets back into school safely. We will continue to review our arrangements for drop off/pick up until we are satisfied – please do find me at the school gate if you have realistic suggestions on how we can improve these arrangements or email the school office on [info@byfleet.surrey.sch.uk](mailto:info@byfleet.surrey.sch.uk).

### Newsletter

With the *Byfleet Buzz Newsletter* being so well received in the summer term, we have decided to continue with this every fortnight, to celebrate our children's work and keeping you up to date with what's going on at Byfleet. I will include my headteacher messages within this however will also send out individual letters where necessary so that there is no delay in you receiving vital information.

### Drop off and Pick up

Thank you for staying in your *child's designated area outside the school gates*. There are still some families, who have contacted me, who feel that we are not socially distancing sufficiently within each year group's designated area so please may I ask that you *consider how best this can be achieved within your areas*. It will be an impossible task for staff to 'man' each designated area, however we will ensure as many members of staff as possible are on hand, both at the school gates, on the school playground and outside of classrooms. Could parents please remember that once you have collected your child *to leave as quickly as possible* as this will allow for the next wave of parents to come and collect and for congestion to be reduced.

In the first two days of drop off/pick up, we noticed cars pulling up outside the school gates to allow children/passengers to climb out of cars – please could you refrain from this; all cars entering King’s Head Lane are to park up in a parking bay before letting children/passengers climb out. I have asked staff to please address any adult who does not support us with this so that we can ensure all children, adults and staff are kept safe and to reduce congestion during these peak hours. **We would prefer for parents to not drive into King’s Head Lane where possible**, and to walk their children onto King’s Head Lane instead, if possible. We also kindly ask that you consider the residents who live on King’s Head Lane and not block the entrance to their driveways etc.

### **Assemblies and Parent Workshops**

Assemblies are such a lovely and important part of the week as it allows us to celebrate the great work our children have done, to make them feel special, to celebrate birthdays and to enhance our school ethos and values. I will ensure that weekly assemblies continue each week, where I will host a virtual assembly via video, which the children will watch in their classrooms. We started this on the first day back at school so please ask your children about these assemblies. For now, traditional class assemblies for parents will not be able to take place however we will look at different ways that we can facilitate this. We are currently looking at the best way to implement parent workshops as these are valuable for parents to support their children at home.

### **Parent’s Evening**

As we get familiar with using technology to support hosting key events for the foreseeable future, we will also carry out our Autumn Parent Evenings via video such as Zoom. These will take place in October and we will keep you updated on this.

### **Extra-Curricular Activities**

Over the year, we will look at increasing our offer for extra-curricular activities however, for Autumn 1 term, or until we are able to safely provide clubs, due to additional cleaning etc. needing to be initiated, there will be no staff led clubs this half term.

What’s on offer this term:

- We have arranged for *Ultimate Coaching*, our sports provider, to run the usual Monday Year 1/2 and Year 3/4 paid football club. The school office will be sending out this information for you to sign up shortly.
- Perry Machedize from *Hip Hop Inc* will host his paid Street Dance classes on Thursday and Holly Machedize from *Holly’s School of Dance Inc* will host paid Street Dance classes on Saturday mornings at Byfleet Primary. Please see our *Twitter @byfleetprimary* for more information.
- We are busy awaiting information from music peripatetic teachers who will be offering a range of paid music tuition lessons for our Byfleet children to benefit from as we hope that many families will want their children to play an instrument such as piano, guitar etc. We will keep you updated.

Our usual wrap around care for Breakfast and Afterschool Club has already commenced. You are more than welcome to sign up to this facility midterm – please contact the office or [see our website for more information](#) if you need care before or after school for you child(ren).

### **Update on our Safe School Set Up**

I have had several parents ask me if the children are social distancing in school. I would like to reassure you that we are doing our absolute best to keep our school as safe as possible, where significant thought and planning has gone into this, as supported by our Risk Assessment. We shared a [‘Welcome back to Byfleet’](#) video with you regarding the changes that were made to the inside of the school building showing the 2m markings and one way systems we have put in place.

- All classrooms, with the exception of Reception, have been set up with forward facing desks. Pupils who are taken out of class for additional support, work 1:1 or in a small group for no longer than 15 minutes.
- Children are assigned to ‘bubbles’ and play and lunchtime arrangements ensure that pupils don’t cross over into other ‘bubbles’. This is extended to our wrap around care at the start/end of the day. Pupils eat their lunch in their classrooms, except for our Year 1&2 bubble, who eat in the hall. No more than 3 pupils are assigned to a 6-seater forward-facing table in the lunch hall.
- With play and lunchtimes being staggered, there is never more than 2 bubbles on the playground at any given time. All areas (*concrete playground area, x2 football pitches, climbing frame area and basketball courts*) are assigned to a particular bubble each day to ensure there is no cross over. All

areas are manned by surplus staff and a member of SLT each day.

- One-way systems and 2m markings are indicated on floor spaces within the school building. When moving around the school, all pupils, staff and essential visitors adhere to these, which is also reflected in our Behaviour Policy addendum. We advocate restricted movement around the school for every class.
- Staggered arrangements for the start/end of the day, including designated year group areas being assigned outside of the school gate.
- No more than one pupil may enter the toilets from different bubbles. Where children are in the same bubble 2/3 children may enter at one time. Pupils are accompanied by an adult at **all** times, to ensure that they don't cross over into another bubble.
- All facilities (desks, equipment, toilets, surfaces, lockers etc.) are regularly disinfected and wiped down throughout the day by various members of staff. Deep cleaning is in place each day.
- A strong routine of handwashing for 20 seconds across the school day is non-negotiable. Hand-sanitiser is readily available in classrooms etc.
- Unlike pre-Covid where first aid treatment was carried out in the main office, if first aid now needs to be administered, the first-aider attends to the child away from the school office, restricting unnecessary movement across the school and/or away from a high-traffic area such as the main foyer and school office.
- No large groups or gatherings allowed, for example: assemblies take place via video recordings in individual classrooms. Assemblies will always emphasise our new behaviour addendum to keep us safe, which includes our social distancing rule (1m where possible), one-way system etc.
- Staff demonstrate high presence during the school day, ensuring they oversee movement across the school, whilst reinforcing our new social distancing rules.

As a Trust, EEEA have decided to discourage masks and/or face shields to be worn by our pupils within school, unless related to a medical reason. If for any reason you wish your child to wear a mask, please contact the school so that we can put in the necessary protocols such as double-bagging for safe discarding of masks during the school day. Families and pupils may exercise the right to wear a mask if they wish, outside of school.

### **Year 6 Secondary School Application**

The school application process for Year 6 continues as per normal with applications now open from 1<sup>st</sup> September 2020. The deadline is 31<sup>st</sup> October 2020. [Additional information can be found here](#). If you have any specific questions around secondary transfer or require assistance, then please do get in touch.

### **Lunches**

Lunches can be booked as normal and school dinners are provided. [Please see our website for further information if you wish to order your child a school dinner](#). Please could you send your child into school with a piece of fruit as a snack during playtime.

### **Communication with Staff**

Communication between our community continues to be so very important however I am aware that with our new procedures, this can make conversations with class teachers, the office or senior leaders that little bit harder. We are still here for you! Please communicate either by calling us or emailing the school office. Class teachers are expected to contact parents via telephone if they are unable to speak to you directly (which is most likely). Additionally, please use your child's diary if there is something non-urgent you wish to share with the class teacher.

### **Homework and Curriculum Newsletters**

On Friday 11<sup>th</sup> September, we will send out your child's Curriculum Newsletters outlining their curriculum coverage for the term so that you can further support your child's learning each night at home. We have decided to set the following homework:

1. Daily reading (Reception & Year 1 = 10 minutes per day, Year 2 & 3 = 15 minutes per day, Year 4 & 5 = 20 minutes per day and Year 6 = more than 20 minutes per day). Please could this be recorded in your child's diary each day so that we can reward your child if they read at least x4 per week.
2. Weekly spelling: list of words linked to a spelling pattern, including some National Curriculum spelling words. We will include this as an overview so that you are able to see all of the words for the half term

at a glance.

3. Daily maths fluency focusing on a particular multiplication table. By the end of Year 4, our pupils are required to demonstrate an instant recall of all of the tables up to x12, including the correlating division (inverse). These statutory Year 4 tests will take place w/c 7<sup>th</sup> June 2021 so all year groups will focus on fluency to develop their instant recall.
4. A weekly topic-based project/activity. Up to 8 activities will be set on a topic matrix for your child to choose from each week. This is an open-ended task that you may wish to work on as a family or set your child to work on independently.

### Key Statutory Assessment Dates

Year 1	w/c 7 <sup>th</sup> June 2021	Phonics Screening Check
Year 2	During late November/December 2020	Phonics Screening Check (should have been carried out in Year 1 but rescheduled due to COVID)
	During May 2021	End of Key Stage 1 SATs
Year 4	w/c 7 <sup>th</sup> June 2021	Multiplication Check (all multiplication and division up to x12)
Year 6	10 <sup>th</sup> – 13 <sup>th</sup> May 2021	End of Key Stage 2 SATs

### Reception Starting Fulltime

We are very excited to have met some of our Reception children who have visited us for a staggered start. It has been lovely to see them so confident, articulate and smartly dressed in their new school uniform when they have come for their visits. Their first official full day will be **Tuesday 22<sup>nd</sup> September**. Please note that the start time for Reception children drop off has been changed to 8.30am. The end of the day collection is 2.40, where reception children can be collected on the playground near the reception class gate. As reception is the first group of children to enter the school each day, there is no need to queue – please make your way through the main pedestrian gate and make your way into the playground at 8.30. As mentioned above, all letters and correspondence are added to our website under 'parents' section so please do look here for more information.

### Volunteers

Thank you to the volunteers who worked with us in 2019/2020. We would love for you to return to us in your volunteering capacity. Despite there never being a greater need for volunteers in school, than present, we are unfortunately unable to restart this provision. We will keep you updated once we are able to welcome back our volunteers in school.

### Birthdays

We are aware that many children like to bring in sweets to share with the other children in their class to celebrate their birthdays. Unfortunately, we are unable to accommodate this at this time, as children are unable to share things which they have brought in from home. We will, however continue to celebrate children's birthday's in school during assembly times as mentioned above.

### Thank You

Finally, a massive thank you. It has been so good to have all of the children back in school, relearning the routines of the school day, spending some time with their friends and building relationships with the Byfleet staff and the adults who work with them in the classroom. We look forward to a positive year ahead working with you in the best interest of our Byfleet children.

Kind regards,

Mrs Cheryl Meyrick- Headteacher