



E P COLLIER PRIMARY SCHOOL

23rd February 2021

Nurture Discover Achieve

Important information regarding wider school opening on the 8th March 2021

Dear Parents/Carers

I apologise in advance for the long letter but it contains a lot of important information and it may be helpful for you to keep a copy to refer to!

Wider Opening

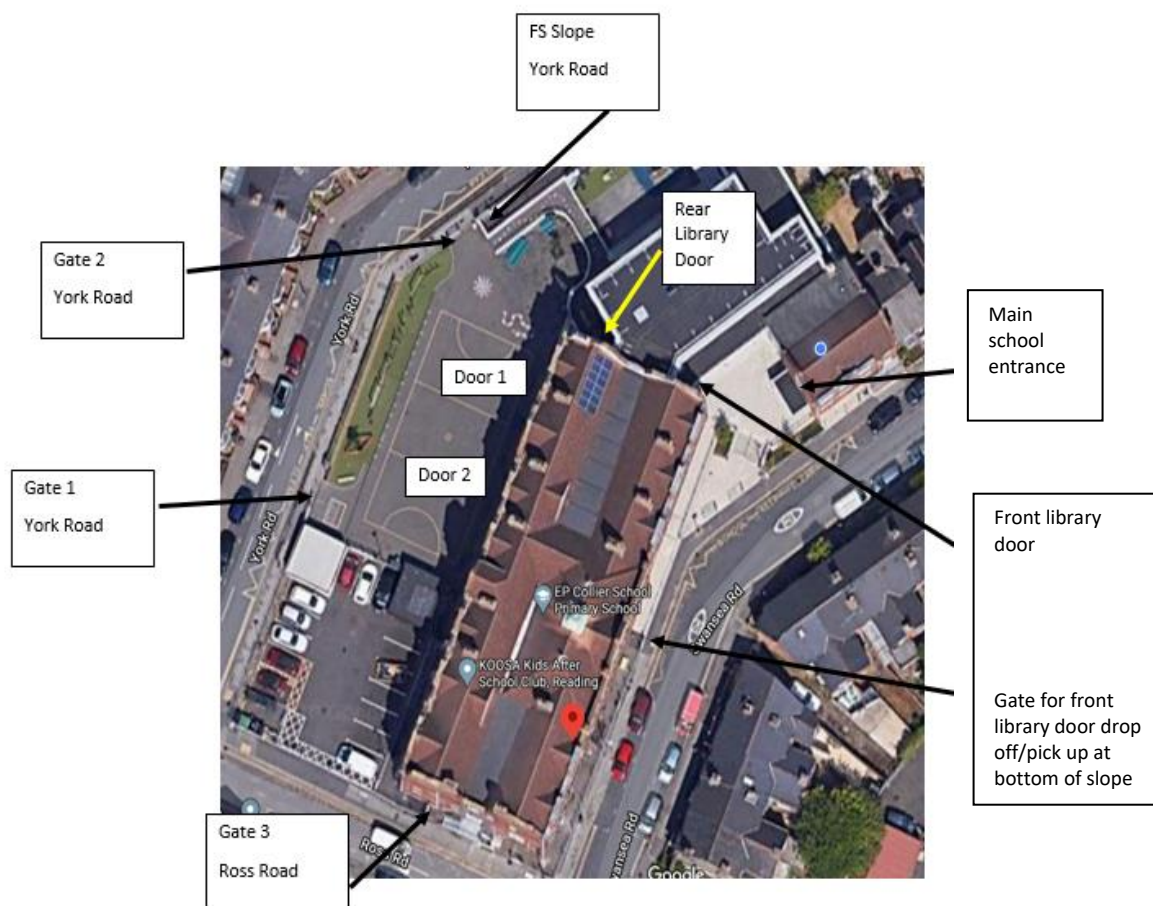
We are planning to be opening for all children from Monday 8th March 2021. We have made some alterations to the **temporary** timings of the school day to make the wait time between classes as short as we can manage. Please see the table below for information about your child's class's times and entrances/exits:

Foundation Stage	Arrival time and registration time	Gate to drop off/ pick up from	Finish time
Puffins (Miss Knight)	8.30am Registration: 8.30 -8.35am	Please use the FS slope	Nursery children 11.30 2.30pm
Woodpeckers (Mrs Mifflin)	8.30am Registration: 8.30 -8.35am	Please use the front library door	2.30pm
Key Stage 1	Arrival time and registration time	Gate to drop off/ pick up from	Finish time
Magpies (Mrs Lee)	8.40am Registration: 8.40 -8.45am	Please use gate 3	2.40pm
Goldcrests (Mrs Barnett)	8.40am Registration: 8.40 -8.45am	Please use gate 1	2.40pm
Starlings (Miss Watkin)	8.40am Registration: 8.40 -8.45am	Please use gate 2	2.40pm
Lower Key Stage 2	Arrival time and registration time	Gate to drop off/ pick up from	Finish time
Red Kites (Miss Pope)	8.45am Registration: 8.45– 8.50am	Please use gate 3	2.45pm
Kingfishers (Mr Khimji)	8.45am Registration: 8.45– 8.50am	Please use gate 2	2.45pm
Owls (Mr Griffiths)	8.45am Registration: 8.45– 8.50am	Please use gate 1	2.45pm
Robins (Miss Dass)	8.45am Registration: 8.45– 8.50am	Please use the front library door	2.45pm
Upper Key Stage 2	Arrival time and registration time	Gate to drop off/ pick up from	Finish time
Ravens (Miss Gillanders)	8.50am Registration: 8.50 – 8.55 am	Please use gate 3	2.55pm
Swans (Mr Hearfield)	8.50am Registration: 8.50 – 8.55 am	Please use gate 1	2.55pm
Eagles (Miss Hastings)	8.50am Registration: 8.50 – 8.55 am	Please use gate 2	2.55pm

It is important that children are in school on time and **before** the end of the registration period or they will be marked as late.

Please see diagram below:

Ross Road, Reading, RG1 8DZ
Tel: 0118 9375470 Email: admin@epcollier.reading.sch.uk
www.epcollier.reading.sch.uk



Dropping off and picking up

Please note that there is now a 5 minute window for each class to enter and exit their gates into school. If your child is late for their window they will need to wait until all the children from the next class have come on site before they are able to join their class. As always, we are following local and national guidelines around health and safety and the latest guidance is very clear that **parents should not be coming on the school site without an appointment**. As parents are not able to come onto the school site at the moment (**this includes the playground and front entrance area**) your children will need to be dropped off and picked up at their allocated gates. If your child arrives after the gates have closed at 8.50am you will need to take them to the front entrance and call the office on 0118 9375470 for access. At the end of the day an adult will bring each class to their gates to be picked up. Children will be dismissed one at a time as each parent/carer is seen. If you are late to pick up your child and the next class has started to be dismissed you will need to wait until that class is clear. If you arrive after the school gates are locked (3.05pm) you will need to telephone the office to arrange collection of your child.

Children in Years 5 and 6 often walk to school themselves and this is an important step towards independence. However, whilst social distancing restrictions are still in place nationally we ask that they do not arrive at school before 8.50am as we wish to avoid the potential of bottle necking at the gates.

We are aware that some parents have children in multiple year groups and so will need to wait between drop offs and pickups. We respectfully ask that in this case you move away from the gates to wait and maintain a 2m distance from other family bubbles at all times. This will be a challenge but hopefully everyone will be supportive of each other and help to minimise any potential spread. If you wish to speak to your child's class teacher then please email the office on admin@epcollier.reading.sch.uk or the Key Stage email address that you have been sending work to.

Access to the school site during school hours

To minimise the number of people on site we are asking parents to not come onto the school site without prior arrangement. This means it is really important that you and your child remember to bring everything they need for the day at school with them in the morning. If there is an emergency and you need to come to school please call the office prior to coming and on arrival and someone will come to the gates at the bottom of the main entrance steps to help you. As we receive deliveries during the day these gates will not be closed but we ask that you respect the above arrangements.

Key safety measures to take note of:

- Whilst we are still working under the Department for Education Schools coronavirus operational guidance (February 2021) we will not be permitting parents onto the school site without an appointment. This means children **must** be dropped off and picked up at their allocated gates and not brought onto the site by parents
- We will continue to ask the children to use hand gel on arrival and there will regular hand washing during the day
- Children will sit side by side in the classrooms and lunch hall rather than facing each other
- Lunchtimes and break times will be staggered to allow for distancing in the hall
- Children with packed lunches in KS1 and some children with packed lunches in UKS2 will eat in classrooms to ease congestion in the hall
- Children in years 1 – 6 are asked to bring their own pencil case with pencil and colouring pencils to minimise sharing of resources – please do not send special or expensive items of stationery and we would appreciate it if items were named!
- Reading books will be changed less often and quarantined on arrival back to school
- Children will need to bring water bottles as water fountains are going to be out of action
- We ask that children bring in their own small packet of tissues so they do not have to move around the classroom
- Adults will maintain a minimum of 1m+ distance from the children wherever possible
- If a child is showing Covid-19 symptoms they should stay at home and follow government advice please advise the school if this is the case
- Please ensure that contact details for at least two emergency contacts are up-to-date
- Parents will **NOT** be allowed into the school building except for the main entrance foyer if absolutely necessary and not without prior arrangement
- It will not be possible to leave bikes or scooters on the premises

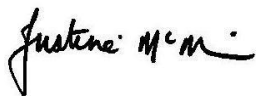
Other Key points to note:

- Under law children are expected **to attend everyday** unless they are unwell, isolating or shielding. If your child is shielding please share the appropriate letter with the school office so we can add to our records. As usual please inform the school office at the beginning of the day of any absences
- Children will be expected to wear uniform but will not need to have clean uniform everyday
- Children will need to ensure they have brought their equipment and lunches in the mornings so that office staff are not required to walk around the school to deliver forgotten items
- It is important that children are on time for school to avoid the amount of traffic through the main entrance
- All queries should be dealt with via the telephone or email in the first instance rather than coming to the main office
- There will be no community events such as assemblies, discos, productions etc until further notice
- We would prefer at this time that children did not bring mobile phones to school. If they do they will be put away in a classroom cupboard but this may not be secured and we take no responsibility for any losses or damage that may occur

Koosa Kids will be running from the 8th March and can be booked in the usual way. Get Active will be reopening breakfast club after the Easter break if there is enough of a demand for it.

We are very mindful of the fact that this has been a difficult time for many children and their wellbeing will be uppermost in the minds of staff on return to school. If your family has had any bereavements or other difficulties during this period that may affect your child please let us know – we want to be able to offer the right support!

We are really looking forward to seeing all the children again and thank you for your continued support during these challenging times!



Justine McMinn
Head Teacher