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Headteacher: Mr Paul Bertram N.P.Q.H.

Operational procedures for the beginning of the new term in September

Dear Parents,

Please find below the operational procedures for the next academic year. These processes have been constructed after adapting some of the procedures that have actually benefited our children during and after the Covid pandemic. This has led us to look at what procedures we have been able to abandon, adopt and adapt to better benefit the smooth running of the school.

Term dates for this academic year-

Term Dates 2022/2023

- 1 September 2022 to 21 October 2022 – 1st & 2nd September 2022, 21st October 2022 Inset Days
- 31 October 2022 to 22 December 2022
- 9 January 2023 to 17 February 2023
- 27 February 2023 to 31 March 2023
- 17 April 2023 to 26 May 2023
- 5 June 2023 to 21 July 2023 – 20th & 21st July 2023 Inset Days

Bank Holidays – 1st May 2023

Therefore, taking out inset days, bank holidays etc, your children's half term days run as following:

Autumn Term 1- Children in on Monday the 5th September- until Thursday the 20th October

Autumn Term 2- Children in on Monday the 31st of October until Thursday the 22nd December

Spring Term 1- Children in on the Monday the 9th January until Friday the 17th February

Spring Term 2- Children in on Monday the 27th February until Friday the 31st March

Summer Term 1- Children in on Monday the 17th April until Friday the 26th May

Summer Term 2- Children in on Tuesday the 5th June until Wednesday the 19th July

Drop off times



Key Stage 2 (Years 3,4,5,& 6) 8:45am

Key Stage 1 (Years R,1 & 2) 8:55am

Pick up times

Key Stage 2 (Years 3,4,5,& 6) 3pm

Key Stage 1 (Years R,1 & 2) 3:10pm

If you have siblings in both key stages, could you please drop off at the Key Stage 2 time and pick up at the Key Stage 1 time. (For example if you have a child in Year 5 and Year 2 both children will be dropped off at 8:45am and picked up at 3:10pm).

Morning Drop off places:

The children can line up as previous in the car park (which will again be pedestrianised) and will be dropped off at these areas:

Key Stage 2

Year 6 at Redwood Classroom Door

Year 5 at Main Entrance

Year 3/4 at Main Entrance

Key Stage 1

Year 1/2 at Classroom Door

Reception children at the gate in the school car park

Afternoon Pick up places:

Parents will again line up in the car park (which will again be pedestrianised)

Key Stage 2

Year 6 from playground

Year 5 from playground

Year 3/4 from Main Entrance into car park waiting area

Year 1/2 from Classroom Door

Year R from Reception playground into Car Park waiting area

School Uniform

School uniform will be as normal: [uniform-policy.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com/uniform-policy.pdf)

However, on the days your children have P.E and/or forest schools the children will come into school wearing the appropriate kit for the full day, so they have more time for lessons rather than getting changed. But this will still also be in line with the school uniform policy (no branded football shirts etc.) For example if your children have P.E on a Tuesday they come to school wearing their school P.E kit for the full day. Experience has shown that this benefits much smoother transitions and leads to more teaching contact time for the children. If your child has P.E and Forest Schools on the same day, please send them in their P.E kit, with suitable Forest School kit (e.g over trousers/wellington boots etc) in a bag.



The P.E. and Forest School timetables (see below) will begin from next week w/c 05.09.22 apart from Reception Children (Little Conkers Class) whose P.E and Forest School timetable will begin w/c 19.09.22

Therefore, Year 3/4 (Sycamore Class) should come into school wearing Forest Schools kit for the 1st day back (Monday 5th September). Everyone else (including Reception children) are to come in on the first day wearing their normal school uniform.

Forest School/P.E Days

Year Groups	Forest Schools	P.E
Reception (Little Conkers Class)	Fridays W/C 19.09.2022	Mondays to commence W/C 19.09.2022
Year 1/2 (Horse Chestnut Class)	Tuesdays	Wednesdays & Fridays
Year 3/4 (Sycamore Class)	Mondays	Tuesdays & Fridays
Year 5/ (Hawthorn Class)	Thursdays	Thursdays & Fridays
Year 6 (Redwood Class)	Thursdays	Thursdays & Fridays

NB: Swimming to be added.

This is not an exhaustive list and is of course subject to change.

Clubs

Breakfast Club will begin from Monday the 5th of September from 8am (£2 per child via Parent Pay backdated, Food is offered up until 8:20am). If you are using this service, children are to be dropped off at the EYFS side door nearest the car park.

After school clubs will begin W/C 12.09.22 and a clubs list will go out to children next week. I would like to take this opportunity to thank all the staff who give up their free time to make this clubs happen.

Communication

Could I ask that all communication for members of staff go through the school office via e-mail info@buxworth.derbyshire.sch.uk or phone 01663732426 so we can direct communication to the relevant people, especially if a member of staff is not in school that day. You will also see that the Outlook Parents' Calendar is being populated with future term dates, trips, residential visits, parents' evenings etc. Please make sure the school has an up to date contact for you as future dates are added periodically. You can also access information via the school website [Home | Buxworth Primary School \(secure-primariesite.net\)](http://Home | Buxworth Primary School (secure-primariesite.net)) We will also send out a hard copy of future dates in the coming weeks when more dates are populated by the staff.

Could I also ask for safeguarding reasons that if you are getting someone else to pick up your child (e.g a friend, relative or childcare provider), could you please contact the school office to notify us of any changes of who is picking them up.

All of the above procedures will of course be under review.

I look forward to welcoming your children back on Monday.

Kind Regards,

Mr Paul Bertram

