

## 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 looking at what we may need to accommodate as a school in September, surveying parents on what has been beneficial during this period of COVID, along with current advice given from the DFE, DCC and Public Health. I have therefore looked at what procedures we have been able to abandon, adopt and adapt to benefit the smooth running of the school.

Term dates for next year-

### Term Dates 2021-2022

- 2 September 2021 to 22 October 2021 - *2<sup>nd</sup> & 3rd September 2021, 22rd October 2021 Inset Days*
- 1 November 2021 to 22 December 2021
- 10 January 2022 to 18 February 2022
- 28 February 2022 to 8 April 2022
- 25 April 2022 to 27 May 2022
- 6 June 2022 to 22 July 2022 - *6<sup>th</sup> June 2022 & 22<sup>nd</sup> July 2022 Inset days*

Therefore your children are expected in on these dates:

Autumn Term 1- Children in on Monday the 6<sup>th</sup> September- until Thursday the 21<sup>st</sup> October

Autumn Term 2- Children in on Monday the 1<sup>st</sup> of November until Wednesday the 22<sup>nd</sup> December

Spring Term 1- Children in on the Monday the 10<sup>th</sup> January until Friday the 18<sup>th</sup> February

Spring Term 2- Children in on Monday the 28<sup>th</sup> February until Friday the 8<sup>th</sup> April

Summer Term 1- Children in on Monday the 25<sup>th</sup> April until Friday the 27<sup>th</sup> May

Summer Term 2- Children in on Tuesday the 7<sup>th</sup> June until Thursday the 21<sup>st</sup> 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 5 at Redwood Classroom Door

Year 6 at School Entrance Door round the corner from Redwood Class, opposite the Memorial Club

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

Year R from Reception playground into Car Park waiting area

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/forest schools the children will come into school wearing the kit 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.)

Your child's class teachers will update you on what days these activities will be going ahead.

All of these procedures will of course be under review.

Kind Regards,