

04/09/2020

Dear Parents,

What a great start to the Autumn term! Children across the school have shared their enthusiasm to be back and have settled into their classes quickly. Attendance on day 1 was 93%.

However, there are still a number of parents who have expressed their anxiety about returning to school due to COVID-19. I would like to reassure you all that we have followed the latest government guidelines regarding preparing schools for re-opening with robust risk assessments. Our priority as a school is to get **all** children back to their daily routines.

I would like to thank you all for your due diligence in following the new staggered start and finish times. As a result of the efficiency of our KS2 parents to get their children into school on time, we are revising the start times for all the 'bubbles'.

Please see the table below for the new timings which starts from **Monday 7th September**.

| | Start of School Day | Home Time |
|--|---|--|
| NEW IQRA SCHOOL GATE (Entrance through Willow/Iqra School shared car park – rear of the school playground) Bubble 4 – Years 5 & 6 | Gates open - 8.30am Registration - 8:40am | 3.00 pm Pupils will be dismissed from the new gate |
| MAIN SCHOOL GATE Bubble 3 – Years 3 & 4 | Gates open – 8:45am Registration – 8:55am | 2.30 pm Year 3 collection from classrooms Year 4 collection from MUGA |
| MAIN SCHOOL GATE Bubble 2 – Years 1 & 2 | Gates open - 9.05am Registration - 9.15am | 2.50 pm Parents collect pupils from their classrooms |
| SCHOOL HALL REAR ENTRANCE Bubble 1 - Reception | Gates open - 8.30am Registration - 8:40am | 2.30 pm Parents collect pupils from school entrance at the rear of the school hall |

A polite reminder that it is essential all children must be collected **on time** at the end of the day. The staggered school finish times and locations have been shared with all parents by email. It is imperative that we abide by these timings for the health and safety of our school community. Siblings can be collected at the same time from their specified collection point. For example, when parents collect their children from Reception, Year 3 and Year 4 at 2:30pm they can collect their children from the other year groups as well. However, if children in Year 1 and 2 **do not** have siblings in Year 3 and 4 they must be collected **at 2:50pm**.

Late Collection Club

There is a late collection charge for children who are not collected from school on time. This is to cover any admin costs incurred and for the additional staff required to look after the children. All staff have essential duties at the moment, including the deep cleaning of the classrooms at the end of the school day. This is extra to their usual responsibilities such as marking, lesson preparation, meetings and training.

Children who are not collected within 20 minutes **after** their allocated home time will automatically be placed into the Late Collection Club. A charge of £5.00 per child is payable for up to the first 30 mins for this club.

Parents who wish their children to attend the after-school provision until 4:30pm will be charged £10 per child. This £10 charge includes snacks and drinks as part of the after-school provision.

Parents/carers will be charged for this provision on their child's parent pay account

Exceptional Circumstances

The late collection charge may be waived, for rare exceptional circumstances. This is at the Headteacher's discretion. If you know you will be late to collect your child please call the office in advance to inform all staff involved.

Yours sincerely

Mineza Maher
Headteacher