



17.08.20

**RE: September Re-opening plans:**

Dear families,

I am writing to inform you of our plans to reopen the school to all pupils in September 2020. As you will have read from our website, the school will have two INSET days at the beginning of Term 1, meaning that children will be welcomed back on Thursday 03.09.20.

**Arrivals:**

The arrival time is 8:45- 9:00

**EYFS and KS1** children and adults will line up 1m apart outside the Oldbury Court School Gate.

Mr Milum will gate keep. Mr Newland will be on hand to direct parents.

EYFS and KS1 Teachers will be at muster points in the carpark playground by the bike sheds. Mr Milum will welcome each child in one at a time and direct towards the appropriate class teacher.

Class teachers will greet their class and take a register. When they have their full class, or the gate has closed at 09:00, they will transition their class to their classroom.

**KS2** will children and adults will line up 1m apart outside the Woodwork Gate, and teachers will have muster points around the woodwork and Oak Tree area.

Miss Kitchen will gate keep. Mrs Sobol will be on hand to direct parents.

KS2 Teachers will be at muster points around the woodwork and Oak Tree area. Miss Kitchen will welcome each child in one at a time and direct towards the appropriate class teacher.

Class teachers will greet their class and take a register. When they have their full class, or the gate has closed at 09:00, they will transition their class to their classroom.

After 09:00, children will be required to sign-in at Reception. Once again, social distancing must be adhered to.

**Departures:**

**EYFS (15:00):**

EYFS will be dismissed at Oldbury court gate by Mrs Osborne from 15:00.

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“Avanti Gardens School” is an academy school within the trust, and is effectively a trading name of the trust.



KS1/KS2 (15:15):

All other Year groups will be escorted to their departure point by their class teachers at 15:15.

(highlighted yellow if different to entry point)

**Y1 - Reception entrance**

Y2 - Oldbury Court (left hand side)

**Y3 - Oldbury court (right hand side)**

Y4 - Woodwork gate (left hand side)

Y5/6 - Woodwork gate (right hand side)

After 10 minutes, children to be brought back into bubble classroom and office informed to ring home.

Collection from different adult:

If children are to be picked up by different responsible adult than usual, the school office must be informed by 14:30 of this change to allow adequate time to communicate this to teaching staff.

Localised lockdown procedure:

In the instance of a localised lockdown issued by Public Health England, the school will communicate plans for closure as soon as possible via email, letter and website. Please ensure the school office have your most recent contact details.

Yours Faithfully,

Ashley Milum

Principal

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