

*Ashdon Primary School*  
*Ashdon*  
*Saffron Walden*  
*Essex CB10 2HB*  
*Telephone: 01799 584219*  
*www.ashdon.essex.sch.uk*  
*admin@ashdon.essex.sch.uk*  
*Headteacher: Mr. S. Rance*



3<sup>rd</sup> September 2020

Dear parents & carers,

I do hope that you have had a nice summer holiday period with your family. This letter is a quick reminder and clarification of some of our arrangements at the beginning of term:

#### *PE Kits*

We have decided that all children should come to school in their PE kit on days that their class have their PE lessons. All classes are taught by Owen Paynter from Premier Education on Tuesdays, so the other teacher-led lessons will take place on the following days:

Class 1 (Year R, 1 & 2) – Monday and Tuesday

Class 2 (Year 3 & 4) – Tuesday and Thursday

Class 3 (Year 5 & 6) – Tuesday and Friday

PE lessons will start from next week, so Year 5 & 6 will not have PE tomorrow.

Lastly, we are still reviewing our participation in swimming due to the COVID-19 virus. Therefore, this half-term Year 3 & 4 will not go swimming. We will inform parents in due course as to whether we will be returning to the swimming pool after half-term.

#### *Reading Books*

Many of the books the children took home during the lockdown period have been returned to school. If your family still has school reading books at home, please bring them in on Friday or at the beginning of next week.

Reading books covers will be disinfected and the books taken out of circulation for 48 hours before being allocated to another child.

#### *Other equipment*

The staff have prepared a plastic wallet which contains the basic school equipment your child will need to complete their lessons. If you want them to still bring in their own pencil case then they are welcome to do so, but they must not share the contents with other children.

If your child is having packed lunch then they will need their lunch box and they must not share any of their food with other children. There are still school dinners available from our kitchen.

Please try to keep the items your child brings into school to a minimum.

#### *Breakfast Club and After-school Club*

Please remember the Breakfast Club is temporarily being run by the school, so bookings need to be made through the school, not Neil O'Sullivan Sports. Places need to be booked in advance.

After-school Club bookings are now completed online through Neil O'Sullivan Sports. For further details please refer to a separate email sent by the school yesterday.



### *Arriving at school*

Please remember that we have a staggered start to the school day, as advised by the Government, to minimise the number of children on the school site at the same time. In order for this to work, it is crucial that parents arrive with their children at the allocated time slots.

Class 2 (Year 3 & 4) – arrive at 9:00 am, go through the school gate and walk around to the playground and into Mrs Jarmain’s classroom. Parents should not enter the school site.

Class 3 (Year 5 & 6) – arrive at 9:00 am, go through the school gate and walk into the courtyard area and enter Mrs Lunn’s classroom through the rear door. Parents should not enter the school site.

Class 1 (Year R, 1 & 2) – arrive **no earlier than 9:05 am for a 9:10 am start**, go through with your child into the courtyard area. Miss Foote and/or Mrs Allen will be there to welcome the children into the classroom.

Parents with children in Class 1 and in one of the other classes may arrive at 9:00 am to drop-off the older child, then wait in the courtyard area until Class 1 are ready to bring in the children. Those children attending Breakfast Club can be dropped off at the front entrance from 8 am onwards.

Remember, if you need to pass on a message, then please walk around to the front of the school and speak to someone in the school office.

### *End of the school day*

The school gate will be opened at 3:25 pm. Parents collecting for Class 1 should wait in the courtyard, whilst those collecting for Class 2 and 3 should wait on the playground (please spread yourselves across the playground). The children will be dismissed at 3:30 pm.

If you have a child in Class 1 and an older sibling, then please collect the older sibling first then walk to the courtyard to pick up the younger child.

### *Attendance*

I am aware that some families are taking holiday during the first few days of term. Previously I have written to you all to remind you that the Government is returning to the normal expectations/laws around school attendance, so we will have to mark any holidays taken in term-time as unauthorised.

Due to the unprecedented circumstances of the last few months, I have taken the decision not to refer any absences in the first few weeks of the autumn term (due to term-time holiday) to the Local Authority. From the 1<sup>st</sup> October term-time holidays will be handled as set out in our attendance policy, (5 days or more would incur a Penalty Notice).

I must also remind parents, that if their family has returned from a country which the Government has deemed that a 2-week isolation period is required, then your children should not return to school until the isolation period has been completed.

We are really looking forward to working with the children again and we look forward to them starting school over the coming days (remember Year R are only in for their transition sessions next week).

Yours sincerely,



Simon Rance  
Headteacher