Heytesbury Church of England Aided Primary School

 Greenlands, Heytesbury, Warminster, Wiltshire BA12 0EA

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Head Teacher: Mrs Carole Godfrey

Executive Head: Stuart Porter

**Arrangements for September**

Dear Parents,

As you know, all children will be back in school on a full time basis in September (EYFS have a 2 week part-time induction). The term will begin on Wednesday, 2nd September. The arrangements will be as follows:

* Arrival is through the front school gate as at present. Each class will have a time slot at which to arrive at school. If there is more than one child in a family, all children can come in at the same time as the oldest child.

 Badgers: arrive 8.45 – 8.50

 Foxes: arrive 8.50 – 8.55

 Otters: arrive 8.55 – 9.00

* For children in EYFS, they can either come in with their older sibling or wait for Otters’ slot.
* Please use the one way system – wait in the car park, follow the arrows, leave via the foot path. (Please talk to your children about using the footpath – at pick-up, some are running across the little grassed area and into the car park.)
* Please can only one parent drop off and pick up.
* Children in EYFS, Y1 & Y2 as well children already in receipt of FSM or vouchers are entitled to a free packed lunch. If a packed lunch is required for Wednesday 2nd Sept, Thursday 3rd and Friday 4th September, please email Mrs Burnard **before** the end of term stating whether you wish for ham or cheese sandwiches. Orders for packed lunches week beginning , 7th September, must be emailed to Mrs Burnard by Wednesday, 2nd September. Thereafter, packed lunches must be ordered by the Wednesday for the following week. We are unable to provide packed lunches for KS2 at the moment unless you receive free school meals.
* Once the children are settled back in to the school routines, we will review whether or not we can offer hot lunches.
* Lunchtimes have had to be reduced to 45 mins to allow for the earlier ending times. The Government has said to have staggered start and end times but that teaching time must not be reduced and that we are not allowed to lengthen the school day. (The younger children will have play in the afternoon if they take most of lunchtime to eat.)
* Finish times: Badgers 3.00pm; Foxes 3.05pm; Otters 3.10pm – please do not arrive early. Please follow the drop off arrows and waiting spots (these will appear during the holidays). Younger siblings will go home at the same time as their older sibling.
* Children need to be wearing full school uniform (no trainers or summer dresses).
* Children should only bring a book bag, a pull string type PE bag (this will be left in school) and a lunch box (possibly with a handle) and a water bottle. **No rucksacks or other bags are needed.** Not only does this help with the lack of space in the classroom, but it also reduces the risk of cross contamination.

We will, of course, regularly review these procedures.

Do read the Power Point with contains further information about full time return in September.

Kind regards,

Carole Godfrey