22nd May 2020

Dear Parents and Carers of Key workers, vulnerable children and children with an EHCP

You have indicated to us that you are a Key Worker and may require a school place for your child during this coming half term. Priority remains for the children of Key Workers, vulnerable and children with an EHCP. To organise staff for this priority group you will need to book your child in **even if** their normal year group is one of those identified by government for the phased return.

This booking information is for week beginning 1st June and week beginning 8th June.

1. Email the school at [messages@loxwoodschool.com](mailto:messages@loxwoodschool.com) and provide:

* Your child’s name
* Your child’s year group
* The days and dates you require a place
* Hot meal requirement: Reception, 1 & 2 let us know if you want a free meal
* Year 3,4,5,6: those in receipt of free school meals let us know if you want a meal

1. Read the risk assessment to inform you of procedures being put in place to minimise risk to your child
2. Read the instructions for pick up and drop off carefully below

**School times:** Gates open from 8:40 to 9:00. This is to stagger arrivals and ease congestion on the road

**Pick up:** as per usual 3:05 for infants and Young Explorers and 3:15 for juniors

Currently there will be no provision for before/after school care or clubs.

**Room allocation**

Young Explorers will be with their class in the hall/library. You will have received communication regarding this year group today.

Year 1 & 2 (and Young explorers on Fridays): will be in classroom 1 (year 1’s classroom)

Year 3,4,5,6: will be in classroom 3 (year 3’s classroom)

**Drop off**

Year 1 & 2: Please arrive via the normal gate with only one parent, drop your child off at classroom 1 and leave via carpark gate by year 2 classroom (one way system)

Year 3,4,5,6: Please arrive via field gate with only one parent, drop your child off at classroom 3 and leave via field gate.

**Pick up**

Year 1 & 2: arrive via the normal gate. Wait in Young Explorers playground maintaining social distance. When your child is at the door pick them up and leave via the car park gate

Year 3,4,5,6: arrive via field gate. Wait in field maintaining social distance and your child will come to you. Leave via field gate.

**Uniform**

All children must wear a clean school uniform every day. If your child has PE one day we will inform you and they are to arrive in school in PE kit.

No book bags, toys or resources from home are to be brought in.

**Lunch**

Young Explorers, Year 1 & 2: We have asked you to confirm if you require a hot school meal when you book. The first week these will be provided ‘just in case’ but after that they need to be ordered by the school two weeks in advance. For the first week you can still choose to send a packed lunch in if you wish.

Years 3,4,5,6: those in receipt of Free School Meals will need to book a meal when booking a place. All other children a hot meal can be ordered on line as usual if required

Packed lunches must be in a hard wipe able lunch box.

**Snacks**

Please provide your child with a snack as per usual. Reception, 1 and 2 these are provided as usual.

A reusable plastic water bottle must be provided. These can be refilled throughout the day

This is all very different but I want to reiterate that our commitment to your child’s welfare is still our highest priority. Although adjustments have been made to how we are able to teach this will not make a difference to the staff’s dedication to your child’s well-being and safety whilst at school.

As you can tell, this is logistically very complicated. Thank you for your patience and please just contact us if you need to.

Stay safe and kind regards

Ms Kitson