



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Dear Parents and Carers,

We are now looking forward to welcoming our students back to school. We have spent time during the summer break preparing for their return and making the necessary changes to the school environment to ensure it is as safe as possible. During the last week of the holiday teachers have returned to prepare their classrooms and all staff will take part in training before the children return so we are familiar with the changes and ready to guide and support our students and families on their return.

From March to July 2020 our students worked on their home learning with varying degrees of success. Some thrived with independent learning some found it more difficult. It is important that all our students know we are looking forward to seeing them back at school and the expectation is that all children attend unless they are ill. No child will be 'told off' for the work they did *not* complete. We have of course given positive feedback to our students who completed work. We have assessed the work completed to gather information on what students learned during this five month period and we will use it to plan work going forward.

All our students are special and important to us and we know that each family will have had a different experience during lockdown and beyond. It is inevitable that such a significant event will be discussed in class. So that we manage these discussions and are sensitive to all families we would appreciate you informing us of any significant events that have happened in your family particularly if you have sadly experienced a death in the family due to COVID-19. Any information will be treated with sensitivity. It will enable your child's class teacher/LSA to take extra care when discussing the last six months with your child. If you need to pass on any information you can do it in one of two ways. You can send an email to Mrs Childs (schildts@hillingdonprimaryschool.org.uk) our Welfare Officer explaining the situation or you can send an email asking Mrs Childs or Mrs Chaplin (Pastoral Care Manager) to telephone you for a discussion. Please be reassured that we will manage all information received sensitively and it will only be used to support your child's well being. Parents who have already passed on information do not need to make contact however we will ensure we continue to support you as a family and make sure we are prepared to welcome your child back to school.

Students in Year 2 to Year 6 will need a change of footwear on Thursday 3rd September. As part of our plans for social distancing we are using the field during lunch time and we will practise this new school routine on Thursday. Students in Year 2 to Year 6 will need to change into trainers (or another suitable change of

footwear) for the school field. The field will be divided into zones so that children can play safely. They will eat in their classroom and be escorted to the school field. Trainers (or another suitable change of footwear) should remain on the school site so they are available to use each day. Footwear should be inexpensive as it is likely to become muddy as we move towards winter. Students will also need to make sure they bring a coat or light waterproof coat to move between the school site and field. We have no intention of using the field in heavy rain but we may have to move between light rain showers. It is important that we maintain our students level of fitness and give them an opportunity to be outside as much as possible.

Please find below information about Thursday 3rd September and Friday 4th September. This information was sent out at the end of the summer term. It is really important that students arrive and leave at the correct time so that we can train them in the new school routines and families understand the routines for the start and end of the school day. This will ensure the safety of us all.

Reminder - Students return for an induction session on Thursday 3rd September. Students are NOT at school for the whole day. Please read the information below.

We are a large school so rather than your child returning for a full day on Thursday 3rd September we have planned an induction session for our students (Year 1 to Year 6). This induction session will be an opportunity to explain what the new school environment will look like for the next half-term at least. One of the training days in May has been removed so that students still have the required number of teaching days. This induction session is additional teaching and learning time.

Nursery and Reception students have been provided with separate information about start and finish times.

Thursday 3rd September 2020 ONLY

Please do not arrive early. Please practise social distancing on site. At the beginning and end of each session senior leaders will be available to direct and guide families to the correct classrooms. Please walk to school if possible. It is very important that any car is parked within the law and there is no congestion in the local streets that will cause problems for social distancing. If in doubt please park away from the school and walk the last part of your journey.

Year Group	Start Time	Finish Time
Year 6	9.15 am	12.15 pm
Year 5	9.30 am	12.30 pm
Year 4	9.45 am	12.45 pm
Students in Year 6, 5 and 4 should bring in a packed lunch or order one from the school meals' provider, 'The Pantry'.		
Year 3	1.15 pm	3.15 pm
Year 2	1.30 pm	3.30 pm
Year 1	1.45 pm	3.45 pm
Students in Years 3, 2 and 1 do not need a lunch.		

Students should arrive at the allocated time. We ask that only one parent enters the school site with their child/ren to minimise the numbers on site. A one way system will be in place and we ask that all parents enter the school site via the Uxbridge Road gate and leave through the Nicholls Avenue gate.

This induction day will enable all students to:

- Meet their new teachers.
- Familiarise themselves with their new classroom.
- Understand new school routines, for example all students will need to wash their hands when entering the school.
- Years 6, 5 and 4 students will eat lunch so that they understand the new routine for lunch times. Students will eat in their classrooms rather than the hall to minimise too many students meeting together.
- Years 3, 2 and 1 students will not eat lunch on Thursday. This routine will be explained to them on Friday 4th September when students are in for a full day.
- It will provide parents with an opportunity to understand the start and end of the day routines with fewer people on site.

Friday 4th September and week beginning Monday 7th September

On Friday 4th September students from Year 1 to Year 6 will attend full time. Students will need a packed lunch or a lunch should have been ordered from the school catering company, 'The Pantry'. More information about 'The Pantry' can be found on the school's website. This information includes the new menus that have also been attached to this letter. There will be a cold lunch offer until Friday 11th September. We will then reintroduce a hot meal selection from Monday 14th September.

We will open the gates for an extended period of time for students and parents to arrive and leave the site safely. Once we have established the school routines we will confirm timings for the school gates to open and close for the remainder of the autumn term. We know that parents have commitments and need to plan their week. Please be assured that we will always make sure that students are able to arrive and leave school according to the published arrival and dismissal times, if this is required.

Please make sure you do not arrive any earlier than the identified time and please make sure you are prompt when collecting your child so that we are able to maintain social distancing at all times. Please leave the school site as soon as possible. Please walk to school if possible. It is very important that any car is parked within the law and there is no congestion in the local streets that will cause problems for social distancing. If in doubt please park away from the school and walk the last part of your journey.

Year Group	Arrival Time	Dismissal Time
Year 6	8.30 am to 8.55 am	3.20 pm to 3.45 pm If possible we ask parents to collect students between 3.30 pm and 3.45 pm.
Year 5	8.30 am to 8.55 am	3.20 pm to 3.45 pm If possible we ask parents to collect students between 3.30 pm and 3.45 pm.
Year 3 and Year 4	8.30 am to 8.55 am	3.00 pm to 3.20 pm
Our published arrival time for key stage 2 students is 8.50 am. Our published dismissal time is 3.20 pm.		
Year 2 and Year 1	9.00 am to 9.30 am	2.45 pm to 3.00 pm If parents can collect their child by 3.00 pm this would help our

		dismissal of all children from the school site. However, we are mindful that parents have commitments and teachers will care for your child until 3.15 pm. This is the normal school closing time.
Our published arrival time for key stage 1 students is 9.00 am. Our published dismissal time is 3.15 pm.		

At the beginning of term we will not be operating the Breakfast Club or 4.30 Club. We plan to reintroduce these clubs as soon as possible but only after we have established new routines for the school day.

School Uniform

We attach to this letter a school uniform list. All students should be wearing school uniform. Please note that during the winter boots should not be worn with skirts. We would like to thank all parents for ensuring that their children are dressed in the correct school uniform.

Stationery and Personal Items

We have attached guidance of the stationery required for individual children if you wish to purchase these for your child then this is welcomed. However, we will also provide equipment if this is not possible.

Students are not permitted to bring large backpacks or bags into school. We need space to move while maintaining social distancing. To do this, space in the corridors is needed and can not be cluttered with large bags. A PE bag and book bag only is required. These items can be purchased from our school uniform suppliers. Information is on our school website.

PE Kits in School and Other Equipment

We are mindful that many of our students left school in March and still have possessions in the school such as PE kits etc. All items belonging to your child have been moved to their new classroom and we will aim to distribute these belongings back to your child on Thursday 3rd September or Friday 4th September. Students will not need their PE kit on Thursday 3rd September or Friday 4th September.

Next week, additional information will be sent to parents providing further details regarding the school environment to ensure it is as safe as possible. I hope this provides the information needed to prepare for next week. I know I have a weekend of preparation and a few school shirts to iron!

Have a good week-end. We are really excited to see you all again.



Ann Bowen-Breslin
Principal