



Alexandra
Primary School

Aspire, Perform, Succeed

Alexandra Primary School

Denbigh Road, Hounslow, TW3 4DU

Telephone: 020 8570 6826

Email:

office@alexandra.hounslow.sch.uk

Website: alexandra.hounslow.sch.uk

Head Teacher: Mr John Norton

Due to the volume of people coming into school, it is not possible for us to have groups of parents / carers waiting outside the school gates or lingering in the playgrounds. We would prefer it if only one adult from each family drop the children off as this reduces the number of adults on site at any one time. Unfortunately, school staff will not be able to speak to parents / carers at the end of the day. Any messages should be emailed to the class teacher or phoned through or emailed to the school office. If necessary, teachers will then call parents / carers back. Face to face meetings are not possible at this time. We hope you appreciate this helps keep the community safer.

Children in Years 5 and 6 will be allowed to walk home on their own as long as a parent / carer has signed a permission form and they have passed the waking home alone checks. Only children with this permission will be allowed to bring mobile phones into school. These will be collected from classrooms at the beginning of the day and returned before children are dismissed.

One-way systems - Children in Nursery, Reception, Year 1 and Year 2 must enter and exit through the Denbigh Road gate and keep to the left hand side on entry and left hand side on exit. Please follow the arrows. Children in Years 3, 4, 5 and 6 must enter through the Tiverton Road gate, again keep to the left hand side and then parents leave via this gate and exit through the pedestrian gate keeping to the left hand side. Please follow the arrows. Once in the playground, Y5/6 children go straight to their classroom door. Year 4 children will use the door opposite the music and drama room. Parents please do not linger at this door. You will collect your child from the white line at the end of the day. Year 3 children will enter the school via the Y3 staircase door from the junior playground. Staff will be waiting for the children. All the children will be asked to enter the building in a socially distanced way. Collection of Y3 will be from the white line at the end of the day.

School lunches - Reception, Year 1 and Year 2 will be provided with a school dinner if they have ordered that day. These children will eat their lunch in a classroom or the hall in year groups but seated in their class bubbles. Children in KS2 will need to pay for their lunch or bring a packed lunch. We will continue to provide school meals for any child who requires them, and these will be charged to Parent Mail accounts if children are not entitled to free school meals. These children will either be eating in the dinner hall or in their classrooms.

Equipment - Children need to bring as few things to school as possible, apart from their own, individual water bottle (we will not be able to provide cups in school) and book bag. In the classroom, each child will have their own individual equipment (pencil, rubber, ruler, etc.) provided by school that must not be shared with anyone else and will be kept in a large zipped wallet with their name on it.

Uniform and PE Kits - Children are expected to wear the correct school uniform each day, although there will be a couple of weeks grace at the start





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of term whilst jumpers and cardigans are purchased. We will understand if your child does not have all the correct uniform for the first two weeks as supply chains might have made it difficult for you to obtain uniform. On days when their class is having PE lessons, children should wear their PE kit to school for the whole day as are not able to facilitate children changing in school at this time. Teachers will inform parents / carers of their PE day in the first few days of term. Please refer to our school website for correct uniform and PE kit expectations.

New school rules - Whilst the school values and Rights Respecting agenda remain the same, we will need to implement new rules within classrooms and around school, to maintain cleanliness, hygiene and social distancing. We need families to ensure children are able to wash their hands properly for at least 20 seconds using soap and water. We will expect children to follow the new school rules and there will be consequences for children who purposefully choose to disregard them. If children are unable to maintain the new expectations of behaviour and therefore risk the safety of other children and adults, consequences could include exclusion.

Moving around the schools - Bubbles of children will only move around school when it is essential for them to do so. Individual children will not be allowed in the corridors unsupervised. Corridors will have markings to show two metre distances which must be adhered to when walking around school and some corridors may operate in a one-way system.

Curriculum and learning - As all children will be back in school, the normal broad and balanced curriculum will be in place. Teachers will carefully plan lessons to ensure social distancing is maintained with the older children. For our youngest children (Nursery, Reception and Year 1), classrooms will return to free-flow provision for each individual class bubble. We will use PPE and masks in line with government guidance.

Afterschool clubs - In the first instance, we will run year group clubs. Information on these will be circulated once term has begun. Aftercare & Breakfast Club is run independently from school and we have been informed that these will not run.

Visitors - Under normal circumstances, we work hard to have an 'open door' policy where parents, carers and visitors are encouraged to speak to staff at the end of the school day or make appointments to come into school. However, in this situation, we are not able to continue with this. The school office will be closed to parents / carers and visitors until further notice. We will be able to communicate with our families through phone calls 0208 570 6826 and email office@alexandra.hounslow.sch.uk. Year group email addresses will also be available for essential contacts and questions.

First aid - We will continue to administer first aid to children who require it and staff will wear the appropriate PPE when in close contact with pupils.





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Sickness - It is crucial that a child with any symptoms of coronavirus is kept away from school. If a child develops symptoms whilst at school, they will be isolated with a single member of staff and parents / carers will be **required** to collect them **immediately**. Parents / carers will be asked to get the child and other family members tested as soon as possible. In the case of a positive test, school will be given information from Public Health England on whether or not other children and adults must isolate.

Emotional wellbeing - We recognise that returning to school will cause increased anxiety for some children and parents; we will, of course, support children to manage this. It would be useful for school staff to be made aware of any significant bereavements the children may have experienced during lockdown, or other events that have caused concern. This is so that, if possible, we can support the children to manage any feelings that may arise during the school day. We also recognise that parents / carers will have anxieties about children returning to school. Please be reassured that we feel the same, and that we are here to support our families as best we can through this difficult time. It will be essential that all adults, both from school and home, work together and remain calm, showing kindness and understanding whilst we all adapt to this 'new normal'. We have used the most recent government guidance to plan for September opening. Should guidance change we will update you.

Please do continue to look at the school website for useful resources:

www.alexandra.hounslow.sch.uk.

FAQs and information for parents / carers.

We hope to put videos on the website, introducing the staff in each year group from Nursery to Year 6 to the children, and it would help with transition in September if children have watched these before returning.

We are very much looking forward to seeing you all. We appreciate your patience and understanding during this time. We will do our utmost to keep everyone as safe as possible and ensure the children can continue to learn in the best way possible. Stay safe.

Yours sincerely,

Mr Norton
Head Teacher

