

We hope that you have had a good summer. We are looking forward to welcoming all children back to school on Monday 5th September.

This letter is to remind you about timings for the start and end of the school day and how you will enter and leave the school grounds.

We operate a free flow start to the day – all children are invited to arrive at school **from** 8:40 and they should be **in** school by 8:50. Arrival is through the main entrance gate, and this will be locked after 8:50. A 10-minute window gives parents some flexibility and avoids congestion on the school yard. Arriving at school on time is important. It ensures that the children have a calm and settled start to the day and they get used to the routine of entering school with their friends.

The gate will be locked after 8:50 so if you do arrive after this time you must report to the main office. Learning does start promptly so if your child is late for any reason, they will miss important activities at the start of their day.

Any children arriving after the gate is locked risk being marked down as late.

We are continuing to operate a one-way system for all adults and children:

Entrance to school Main entrance

Exit from school Pupil exit – between Activity Den and School House

There is a diagram explaining this at the end of this letter. We have operated this for the last two years. Parents have found this preferable as it means that there is no crowding on the yards and the whole experience is calmer for the children. **Please adhere to this.**

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| Start of the school day | Free flow start to the day – children should arrive between 8:40 and 8:50. If you are bringing more than one child, follow our one-way system by dropping off Y1, Y2 and 3D children first, then Reception and Pre-School children and finally 3Mac and Y4 children. Y5 and Y6 children should come into school without any parents. The entry gate will be opened at 8:35 and then locked at 8:50. Anyone coming in after this will have to come to the main office to gain entrance and will be marked as late on the register. |
| Route for 4M Mrs Marley's class | Through main entrance, right at the cage, across Upper School yard. (no lining up needed). Adults to say goodbye to children on the yard. Children to go round to pupil entrance and enter via the Fire Exit door. Parents to leave by walking up the ramp from the yard and out via exit between the Activity Den and School House. <i>See photo at the end of this letter for a diagram of this.</i> |

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| End of the school day | | |
| Entrance to school at end of the day | | One-Way system: <u>Entrance</u> Main entrance <u>Exit</u> Pupil exit – between Activity Den and School House |
| Mrs Marley's 4M | Pick up at 3:15 | Enter same way as the morning - wait on Upper School yard so teachers and children can see you easily. Leave by walking together up the ramp from the yard and out via exit between Activity Den and School House. |

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| PE Kits | All children from Reception to Y6 (Pre-School don't have PE Kits) | On PE days the children will come in their PE kit instead of their school uniform. This means that they have more time for the actual PE lesson. 4M PE day is Monday |
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Attendance in school:

Your child must attend school unless they are ill.

When should your child not attend school?

If your child is poorly and you feel they are not well enough to attend school, then please ring the office on their first day of illness before 10 a.m. (you can either speak to someone or leave a message on the answer machine). If they require more than one day off, please keep the office informed.

With regard to Covid, the current government guidance is as follows:

"It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults. Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal."

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

Keeping up to date with activities in school:

Once we return in September we will be confirming the activities for the school year. As soon as these dates have been confirmed we will share them with you via our newsletter. Please keep this information in a safe place so that you don't miss any events during the year.

Almost all of our communication is via email through the *School Gateway* so it is important that you have the App on your phone and check regularly so you do not miss any information.

All newsletters shared with you via email are also available on our school website:

<https://www.tanfieldlea-primary.durham.sch.uk>

I think that's all you need to know for the start of term.

I hope you find the following diagram useful in reminding you how to enter and exit the site.

We look forward to welcoming you all on Monday 5th September.

Many thanks.

Kay Hemmings (Head Teacher)

Diagram showing way to enter school and leave in the morning: Diagram showing way to enter school and leave in the afternoon



Entrance
Exit

Red is how you enter school
Green is how parents exit school



Entrance
Exit

Red is how you enter school
Green is how you will exit school with your child