

Dear Parent/Guardian

We very much looking forward to welcoming your child to Edwinstree on Thursday 3rd September at 8:45am. Please escort your child to the bottom gate where staff will navigate them to their starting point for the school day. They will need to wear their full school uniform, please do not worry about PE kit for the first two days. As always, we will let them know who their Tutor is on their first day and introduce them to their new class. Day one will focus on wellbeing and getting to know each other and their new school, our aim is to settle them well into the school before our other students arrive. Over the period of the two days they will have an opportunity to meet their new English, Maths and Science teachers and find out about their new Timetable.

The information below outlines how we have created the September timetable inline with Government guidelines, which is not our normal timetable. It also explains the timings of the day and the pastoral system we will operate to maintain students in bubbles. The advice we have used to shape the September school can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

A summary of the main constraints on shaping our timetable have been:

- Maintain students in bubbles of 30
- Maintain students in a year group bubble
- Support students and staff to stay safe by creating teams of staff who work with one year group and very few who cross year groups.
- Manage students when they are most at risk, which is unsupervised times during break and lunch.

In order to create this timetable we have had to implement the following measures:

- Reducing the school day to finish at 2:15 pm. Staggered entrances, exits times, reduced breaks and lunchtimes. Staff are being timetabled to manage students from their entrance to school until their exit.
- Reducing the Expressive Arts faculty subjects to one per half term, rather than all.
- Remote teaching from our ICT teacher who will be based at Freman College
- A year group team of teachers to support and manage the year group, rather than a tutor. The Head of Year 5 continues to be Mrs Kelly.
- We have purchased all the equipment your child will need while in school.
- We will allow mobile phones to be used in school at their own risk, and will train students in their first PSHE lessons on how to stay safe online and how to use their phones as a learning tool. At the start of term, a new Mobile Phone Policy will be issued to support mobile phone use in school, however, this is not a compulsory item and many Year 5 enter the school without a mobile phone, so please do not feel you have to purchase one.
- A reduced expectation of uniform (see the website and previous letters) and the agreement that students can wear their PE kit on days they have a PE lesson, but not the first day of term
- Two induction days take place on **3/9/20 and 4/9/20**. Please escort your child to the bottom gate where staff will navigate them to their starting point for the school day.

How are students cared for in September and who are our points of contact?

Normally your child would be assigned a tutor, but due Government guidelines and Covid-19 restrictions, your child will be managed by a team of teachers, together they will create the care and contact for you and your child. The Head of Year will lead the team, your child will have daily contact with these teachers and very few others during their initial period at Edwinstree.

How will the timings of the day affect students travelling by school transport?

The bus companies are aware of the changes to the school day, Landmark Coaches are currently trying to source additional transport to collect students at the earlier time of 2:15pm –2:30pm. However, out of the 75+ parents who use this service, they are still waiting for confirmation from a significant amount of parents. Until they have a response, they are unable to confirm an earlier pick up time. We will update you over the holidays when we know more. All other bus routes will pick students up from school at 3:20pm, therefore, students will be supervised until they arrive. Bus companies are currently exploring the guidance for your children's safety in September and masks are likely to be compulsory, please speak to the bus companies direct for clarification.

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk



Where can I find the list of information about the school for Year 5 Parents?

The Transition Evening talk, a guide to what the school is like and what learning will be taking place, the uniform list and timetables are available on our website www.edwinstree.herts.sch.uk.

What about if I have a worry or concern?

The school will be open during the summer as major building works will be taking place, if you have a concern or query please email the school office: admin@edwinstree.herts.sch.uk or telephone 01763-271446 and we will respond within 48 hours. No problem is too small, so please do not hesitate to contact us. But please be reassured, the Church of England status supports the school to recognise that you and your children are unique, wonderful, and we need to support them to flourish. You will always find staff approachable, willing to listen and who deeply care about the community and your child. We really can't wait to start working with you. Thank you for your support.

Yours sincerely

Jo Gant
Headteacher

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