



The Manor
Preparatory School

To All Parents of Children in Years 2, 3, 4 and 5

Friday 19 June 2020

Dear Parents

School Visit Days

This is a letter that we had rather hoped to be writing sooner. However, it is very exciting to think that so many of our children will be returning to school over the course of the next two weeks. Our primary focus will be on social interaction and having a great deal of fun. I am sure that you will appreciate that there are many things that we need to share with you with regards to the practicalities of the visit days and indeed what to expect when your children are not in school but the other half of their class is.

The school is continuing to do all that it can to ensure the welfare, health and wellbeing of all the children so we would ask, at this time, if there is anything that you would like to alert us to regarding your child's welfare following our extended time away from school, please contact the school's Designated Safeguarding Lead, Varun Footring on vfootring@manorprep.org or 07983 400129.

Drop Off/Pick Up Times, Parking and Entry Points

In order to ensure sensible Social Distancing, we are having to stagger our drop off and pick up times and where parents park. We understand that for some parents this may result in multiple gates with different times so please could we ask that you drop all children at your allocated gate (below) at 9.15am and collect them from the same gate at 4.15pm. As we have previously explained, unfortunately there will be no access to the site for parents and so we have set up three separate entry points as follows:

Year 2 (Thursday 25/Friday 26 June or Monday 29/Tuesday 30 June) -

Please use the front staff car park and enter through the gate to the side of The Manor house (into the Milk Yard). Please ensure that you maintain Social Distancing rules whilst waiting with or for your children. There may well be an element of waiting at each end of the day and we thank you in advance for your patience.

Year 3 (Monday 22/Tuesday 23 June or Wednesday 1/Thursday 2 July) -

Please use the front staff car park and enter through the gate to the side of The Manor house (into the Milk Yard). Please ensure that you maintain Social Distancing rules whilst waiting with or for your children. There may well be an element of waiting at each end of the day and we thank you in advance for your patience.

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Year 4 - Please use the rear parents' car park, closest to the field and enter through the gate at the tennis courts. Please ensure that you maintain Social Distancing rules whilst waiting for your children. There may well be an element of waiting at each end of the day and we thank you in advance for your patience.

Year 5 - Please park in the main rear parents' car park and use the gate in between the Science block and the Year 5 block. Please ensure that you maintain Social Distancing rules whilst waiting for your children. There may well be an element of waiting at each end of the day and we thank you in advance for your patience.

There are lots of practical arrangements to get through this week:

General Reminders for all Children and Parents

- Please ensure that you have read the risk assessment, the COVID-19 Response Document and shared the posters with your children. These are included with this week's mailing
- We all need to be particularly vigilant regarding symptoms of any medical issue - PLEASE do not send your child to school if they have a raised temperature or are unwell at all, irrespective of whether their symptoms are COVID-19 related or otherwise, in order to protect our entire community
- Please alert the school if any member of your household displays COVID-19 symptoms
- Please talk to your child about social distancing as this will be adhered to, as far as is possible, in school
- Please remind your child of the need for regular and thorough hand washing
- Please let the school know if you or any member of your household, including visitors, have travelled abroad for any reason, including the destination travelled to or the country travelled from
- Please send in a named water bottle each day
- Please send in a sunhat each day
- Please apply sun cream to your child before they arrive at school. School will have a supply of Boots Soltan sun cream. If you do not wish us to use this, please send in a named bottle of your choice for your child's personal use
- Uniform is **not** required and trainers are preferred
- The recommendation is that clothes are washed at the end of each day
- Lockers will not be in use
- Please send your child in with a pencil case, containing a pencil, rubber, ruler, glue, scissors, felt tips and colouring pencils
- Please send in a supply of bags for the children to take their work home in

Food

Please send in your child with a packed lunch, together with any snacks that they will require throughout the day. All food sent into school should not contain nuts of any kind – thank you. Unfortunately, due to social distancing requirements, we are unable to use the Dining Room at this time.

Music

Unfortunately, there will be no 1:1 individual music tuition lessons during these visit days.

Library Books and Equipment

Mrs Mentzel is sending out a plea for all library books to be returned please. Please send these in with your child and they will be collected in class rooms. Children will not be expected to bring back Chrome Books until the beginning of the Autumn. **For Year 5 only** – Please return the “Earth, Sun and Moon” and “Forces and Mechanical Devices” books that were sent home – thank you.

Remote Learning

On the days when the children are back in school, work will still be set for those who are working remotely. Unfortunately, the teachers will not be available on live meets on those days, nor will they be able to answer emails or the Google Stream, as they may have done up until now. I am sure you will appreciate that their primary focus will be those children in school.

If you have any questions, please do not hesitate to contact me.

I hope you all have a lovely weekend and we look forward to seeing you next week.

Yours

Alastair Thomas
Headmaster