



The Manor
Preparatory School

To All Parents

Friday 25 September 2020

Dear Parents

Weekly Update

I hope that you have all had a good week and I have no doubt that everyone is ready for a rest this weekend! The change in temperature has been a bit of a shock to those of us on the daily gate duties and please can I ask that your children are suitably prepared for the conditions given that we want them to be outside as much as possible!

Once again, there are a few reminders at the end of this week and, as I was considering what needed to be said in this week's letter, my mind started to move forwards to what I will be sharing with you post COVID. Although this may seem a little way off at the moment, we are starting to move into new phases of operations with our first school trip of the year heading out to the River Pang next week (Year 5 Geography) and discussions starting around a return to contact sports after half term. Watch this space!

Our operations are continually being fine tuned as we see how things work and we are always trying to make things as effortless and flexible as possible for you and your families. This does mean that we need to keep adapting and this week there are some more updates about gates and Pick Ups in particular!

Pick Ups

We have realised that by last week's request for you all to collect after 4.30pm at the first of the three rear car park gates (in between the Y5 block and the SDT block) that we have caused a bottleneck, not only of parents queueing to collect their children, but also of club leaders queueing to get to the gate so please see updated pick up arrangements below:

4:15pm and 5:30pm

If you arrive at the normal end of a Y1-2 Club at 4:15pm or a Y3-6 club, including Homework Club, at 5:30pm, please use your allocated year group gate (your morning drop off gate). All club attendees will be brought out at these times.

4:30pm-6:00pm

If you arrive to collect from Homework Club (before the usual Homework Club end time of 5:30pm) or from Extended Day between 4:30pm and 6:00pm, please use the Y5/SDT gate.

Pedestrians/Cyclists

If you are a pedestrian, cyclist or on a scooter, please use the Milk Yard gate at whatever time you arrive.

Parking/Car Park

Please do not park in the layby at the Y5/SDT gate at any time - thank you.

Please use the paths and crossings at all times. We are receiving reports from parents that some children can be seen walking across the car park without using the designated crossings and paths. Whilst last week I asked drivers to be aware, this week can I kindly ask that, when you are out of your vehicle, you keep a close eye on your children as you are walking to and from school. We have clear walkways and I would be grateful to everyone for sticking to these. Whilst it may always be a little quicker to take a shortcut, we would not want an accident to happen.

COVID-19 Response Policy

In light of amended guidelines we have updated this and would like to draw your attention to it on our website here:

<https://www.manorprep.org/wp-content/uploads/2020/05/COVID-19-Response-Policy-Medical-and-Social-Distancing-Sept-2020.pdf>

The significant change is around how we report a positive case of COVID-19.

Remote Learning

Messages regarding Manor children and members of their families who are self-isolating due to COVID-19 symptoms, tend to come in overnight and first thing in the morning. With this in mind, it is possible that we will not be able to provide instant access to remote learning for your child as your emails may not be seen outside of working hours. Please bear with us for 24 hours and we will get work to you within this time frame - thank you for your help and patience.

The team is working extremely hard to upload resources to our online learning platforms (which of course need to change regularly depending on work covered the previous day in lessons) but unfortunately where messages arrive coinciding with teaching time, teachers will necessarily be required to initially focus on the children in the classroom.

Have a lovely weekend.

Yours

Alastair Thomas
Headmaster