

Good Afternoon,

I hope that you and your families are well and that you have been able, despite the restrictions, to enjoy the summer. As we move closer to the start of the new academic year, I am excited to be joining you as your new Head Teacher, and look forward to welcoming you back to the academy next week.

Further to the letter sent by Mrs Malbon and myself in July, please see below a reminder of the arrangements for your children returning

### **START AND FINISH TIMES:**

#### **Please see below the start and finish times for the school day.**

- ENTRY and EXIT are via the pedestrian gates either side of the main car park gates. There are two separate gates for entry and exit onto both the KS1 and KS2 playgrounds.
- A one way system in and out of KS1 and KS2 **must** be observed.
- Arrival is over 20 minutes to increase time for pupils to arrive and therefore reduce congregation outside of the site. **Please do all you can to support social distance.**
- Other than nursery and reception children, we do ask that children enter the site unaccompanied and for parents to say goodbye at the gate. They will then be supervised by staff. This again, is to support social distancing.
- Dismissal times are different for each key stage.
- Children will be handed over to adults collecting one at a time. PLEASE BE PATIENT. It is vital staff are not hurried or distracted during this process to ensure the safety of all children.

<b>Class</b>	<b>Teacher</b>	<b>Arrival</b>	<b>Dismissal</b>
<b>Morning Nursery</b>	Mrs Dowson	8:30am – 8-50am	11:15am
<b>Afternoon Nursery</b>	Mrs Dowson	12:30pm – via Sure Start Pathway	3:00pm
<b>Reception</b>	Mrs Smith Mrs Jukes	8:30am – 8-50am	1:30pm 2 <sup>nd</sup> – 10 <sup>th</sup> September 2:30pm from 14 <sup>th</sup> September
<b>Year 1</b>	Miss Sheard	8:30am – 8-50am	2:45pm – 3:00pm
<b>Year 1/2</b>	Mrs Gardiner	8:30am – 8-50am	
<b>Year 2</b>	Miss Shadforth	8:30am – 8-50am	
<b>Year 3</b>	Mrs Lockey	8:30am – 8-50am	2:50pm – children who walk home unaccompanied (Y4, Y5 & Y6) 3:00pm – 3:15pm
<b>Year 3/4</b>	Miss Glindon	8:30am – 8-50am	
<b>Year 4</b>	Miss McCabe	8:30am – 8-50am	
<b>Year 5/6</b>	Miss Bailey	8:30am – 8-50am	
<b>Year 5/6</b>	Mrs Clayton	8:30am – 8-50am	
<b>Year 5/6</b>	Mrs Scaife	8:30am – 8-50am	

### **IMPORTANT**

- **Children in Year 4, Year 5 and Year 6, who have permission to walk home alone, will be dismissed at 2:50pm, before the rest of KS2.**

On Tuesday I will also email out to you a welcome newsletter which will provide more detail about the autumn term, which I am sure you will find useful. The children will also bring a copy of this home with them on Wednesday, at the end of their first day back.

The office will open for **telephone calls only** on Tuesday 1<sup>st</sup> September, as to support social distancing the office is not yet open for face to face contact. We will also be on the gate to support you and your children in the return to school on Wednesday. Should you have any questions, please do not hesitate to ring on Tuesday, or speak to us on Wednesday morning.

I look forward to working with you all for our children and the Viewley Hill community.

With best wishes,

Mrs K Barkley  
Head Teacher  
Viewley Hill Academy