



**THE MINSTER  
NURSERY AND INFANT SCHOOL**  
SCHOOL OF INSPIRATION  
DETERMINATION HONOUR BELIEVE  
PREPARING FOR A BRIGHT FUTURE WITH INNOVATIVE AND EXCITING LEARNING

Dear Parents/Carers,

17<sup>th</sup> July 2020

My colleagues and I are very much looking forward to welcoming you all back in to school in September. We still need to operate differently, but school will start to become full of children and alive with the buzz of learning.

As promised, I am writing to you with information regarding school procedures for September. We have been problem-solving about the best way to organise school life in line with the government guidance on keeping COVID-safe.

Our risk assessment is available on the website. Please note that, unless there is a clinical reason to do so, staff and children will not be wearing face masks. This is because we are operating as one consistent community with year group 'bubbles'. If your child will need to wear a face-mask at school due to health reasons, please ensure that you bring in a letter from your child's doctor so that you or your child can easily show this to adults on gates and doors who will ask children to remove them before they come into the school.

A Year Group 'bubble' would only close in the event of a positive test outcome for COVID 19 and advice from Public Health England

We realise that our arrangements may not suit everyone but we are hopeful that, between us all, we will make this work. I am sure that we all want the most successful start to the new academic year for our children.

### The Start and End of the Day

Years 1 and 2 will be welcomed back in to school on Monday 7<sup>th</sup> September 2020. We will need to have staggered start and end times for different year groups to minimise the contact children have with each other.

**Government guidance means that parents/carers will not be able to come on-site yet and will need to drop-off and pick-up from the school gates on Warrington Road. We ask that parents/carers observe social distancing, especially at the end of the day when the children come out of school.**

To aid social distancing, we ask that only one adult per family drops off and picks up children.



WE ARE A VOLUNTARY AIDED (VA) SCHOOL WITHIN THE DIOCESE OF SOUTHWARK  
HEAD TEACHER: MRS STEPHANIE EDMONDS *B Ed HONS*

Warrington Road, Croydon CR0 4BH  
email: [office@minsterinfants.co.uk](mailto:office@minsterinfants.co.uk)

telephone: 020 8688 5844  
[www.minsterinfants.co.uk](http://www.minsterinfants.co.uk)

At the end of the day, please stay in the queue until you can see that the teacher is ready to release your child to you. At the beginning of the school year, it takes a little while for teachers to be able to recognise the parents/carers so the end of day dismissal will take a little longer at the beginning of the term. This is to keep all our children safe and to make sure they are leaving school with the correct adult.

Please see the table below for the different start and end times for the different year groups.

All children will arrive through the nursery gate.

	Arrival time	Pick-up time
Year 1	8.45-9.00 am	2.45 pm
Blackbirds and Starlings leave at the pedestrian gate next to main gate. Swallows and Skylarks leave through the nursery gate		
Year 2	9.00-9.15 am	3.00 pm
Magpies and Woodpeckers leave at the main gate Doves and Jays leave through the Nursery gate		
Reception *	9.15-9.30 am	3.15 pm
*Timings for Reception are with effect from Friday 18 <sup>th</sup> September. Please see your individual pack for the transition arrangements taking place before 18 <sup>th</sup> September.		

*These times are subject to change, following future guidance.*

The Senior Leadership Team will be monitoring this arrangement and it may be necessary to make some changes as we work out the best way forward.

It will help us greatly if you observe these times as we cannot guarantee that we will have the staff available to escort children to their classes if you arrive outside of these times. This could result in you having to wait with your child until there is a member of staff available.

### Children's Clothing

All children will be required to wear school uniform, including plain black, polishable shoes.

Children in Reception will also need a spare set of their own clothes (in a named bag) in case of any accidents. We will not be able to provide spare clothing.

For Year 1 and Year 2 PE, we aim to teach Games PE out-doors as much as possible. Games will take place outside unless it is raining. After the half-term holiday from Monday 2<sup>nd</sup> November, your child may bring in light track/jogging bottoms to change in to for PE. Please be assured that your children will be very active in these sessions and will not get cold. As the expression goes, 'there is no such thing as bad weather, only bad clothing'.

## Contacting us

To keep COVID-safe, only one person will be able to come in to the front entrance of the school to speak to office staff. For this reason, we ask you to email enquiries to the school office at [office@minsterinfants.co.uk](mailto:office@minsterinfants.co.uk) whenever possible. Please use this address to request any appointment with a member of staff. Unfortunately, we cannot provide immediate answers as we have been, but we will always respond to you in a timely manner.

In order for us to serve you better, please ONLY phone the office if your child is unwell and not attending school or there is an urgent matter or an emergency that requires immediate attention. For example, if, towards the end of the school day, you realise that you need to let us know that somebody else will collect your child or you have been unavoidably delayed and will be late to collect your child.

It will help us greatly if parents/carers can remember to note dates, times, events, requests in our letters and newsletters in diaries and calendars. We all lead busy lives and I know how easy it is to forget things.

Please remember that lots of information is also available on our website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk)

Thank you for all of your support and patience and I hope you have a very enjoyable and safe summer break.

Mrs Stephanie Edmonds

Head Teacher



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