



August 2020

Reception Children

Dear Parents and Carers,

I understand that the last few months have been extremely difficult for you and your children and the uncertainty surrounding their return or start in the Reception classes. There have been lots of changes throughout the summer holidays regarding safe practice and advice, therefore we wanted to leave our arrangements until later on in the holidays with the hope that when we release this to parents/carers there will be little change and we can reassure you that we have taken every precaution necessary to keep you and your children safe during these unsettling times.

We are continuing to use a one way system in the playground, therefore you will need to **enter** via the gate on Overseal Road or the top gate on Charnor Road and **exit** via the gate leading onto the car park. We will still be adhering to social distancing rules, so please read the signs around the playground and help us to keep everyone safe by staying at least 2m apart from other adults. There will also be a parent handbook that will be posted onto our website over the next few days that will explain all of our safety procedures in more detail.

In this letter I hope to explain our arrangements the best I can, however if you do have any further questions then please do not hesitate to email ForestReception@forestlodgeacademy.co.uk

For new children to Forest Lodge (did not attend our Nursery setting)

Your children will be invited in for the morning on Tuesday 1st September. This session will start from 9:15am and will end at 11:45am.

You will need to come into the main playground (next to Overseal road) and your child's teacher will be waiting on the playground to greet you and your child. We ask at this moment that **only 1** parent/carer to drop off or collect your child. You will then take or show your child to the line and they will be shown which white spot to stand on by their class teacher/TA. Unfortunately we are no longer allowed to have a large group of parents in the classrooms, therefore you will not be able to walk your child to their class and will need to let them walk into their classroom with their teacher and teaching assistant. There will be plenty of adults to help with this and also try to explain this to your children before they start.

You will be given a sticker by the class teacher with your child's name on it, and your child will be wearing one as well. Please can you wear this when you come to collect your child at 11:45am so it is easier for the staff to know which child to send to which parent. You will collect from the same place that you dropped your child off and your child will be sent from the line once the teacher has seen you.

Your child will then start for the full day on Wednesday 3rd September and you should arrive for 8:40am and will finish at 3:00pm (please make sure that you are prompt when arriving and collecting your child as we are unable to accept children into school if you are more than 10





minutes late, due to the risk of children mixing from different year groups). The same procedures will apply and you will be asked to take or send your child to the line and then wave them off as they walk into their class.

For children who attended Forest Lodge Nursery last year.

Your child will be invited in for the afternoon on Tuesday 1st September. This session will start at 12:45pm and will end at 3:00pm.

You will need to come into the main playground (next to Overseal road) and your child's teacher will be waiting on the playground to greet you and your child. We ask at this moment that **only 1** parent/carer to drop off or collect your child. You will then take or show your child to the line and they will be shown which white spot to stand on by their class teacher/TA. Unfortunately we are no longer allowed to have a large group of parents in the classrooms, therefore you will not be able to walk your child to their class and will need to let them walk into their classroom with their teacher and teaching assistant. Mrs Meer and Mrs Toone will be in the classroom all afternoon with your children to help them settle and also if you could try to explain this new procedure to your children before they start.

You will be given a sticker by the class teacher with your child's name on it, and your child will be wearing one as well. Please can you wear this when you come to collect your child at 11:45am so it is easier for the staff to know which child to send to which parent. You will collect from the same place that you dropped your child off and your child will be sent from the line once the teacher has seen you.

Your child will then start for the full day on Wednesday 3rd September and you should arrive for 8:40am and will finish at 3:00pm (please make sure that you are prompt when arriving and collecting your child as we are unable to accept children into school if you are more than 10 mins late, due to the risk of children mixing from different year groups). The same procedures will apply and you will be asked to take or send your child to the line and then wave them off as they walk into their class.

Please be assured that although this year some things will look very different, we have worked hard to ensure that all children will have fun in their classroom and will learn through play as they always have done and we will support you and your child in whichever way we can. We look forward to welcoming you all on Wednesday 1st September.

Kind Regards

Mrs Meer
Assistant Head teacher and EYFS Lead

Mrs Caldwell
Headteacher





Forest Lodge Academy

A L.E.A.D. Academy

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