



Monday 24th August 2020

Dear Parent/Guardian,
Assalaamu Alaikum / May Peace Be Upon You

I pray that you and your family are safe and well and that your child is enjoying a restful summer. Aameen.

As you will be aware, the Government has announced that all students will return to school full-time from September onwards.

Following the latest Government guidance, we have introduced considerable measures to ensure everyone in our school community is safe. In particular, students will study all subjects in their normal class groups, but:

- Each class will be considered its own 'educational bubble'.
- Students from the same class group will stay in one area of the school for all of their lessons. This is called their 'homebase'. However, they may use specialist rooms for some subjects such as PE or intervention.
- Students will not be allowed to mix with learners from other year groups.

Please read the guidance on the next few pages and ensure that your child follows each of these expectations. We will share more information with your child when they return to school.

In particular, we need your child to follow each of the rules outlined below (for all students):

1. Only attend school if you and all members of your household do not have Covid-19 related symptoms.
2. Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Stick to your 'bubble' and homebase at all times.
5. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
6. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
7. At break and lunchtimes, go outside (if weather is good) or stay in classrooms (if weather is poor). Maintain a safe distance from others.
8. Do not share belongings (stationery, food etc) with others.
9. Use your designated toilets only. Only enter the toilets if there is a free cubicle.



Olive School

We really appreciate your support with this. If you have any concerns or queries, or need support in any way, please contact the school.

Please remember the school in your prayers. Aameen.

Yours sincerely,

Shawkat Chowdhury
Principal



School Opening for the new Academic Year

Following the summer holidays, school will re-open as outlined below:

Staff training days: **Friday 28th August 2020** and **Tuesday 1st September 2020**.

School reopen for students: **Wednesday 2nd September 2020**

Arrival and Leaving

There are special arrangements to ensure that all students arrive and leave as safely as possible.

- To reduce crowding on entering, students will arrive and leave at staggered timings and using different entrances. **These timings will apply from the first day of term (Wednesday 2nd September)**

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<u>Year</u>	<u>Arrival</u>	<u>Leaving</u>	<u>Entrance/Exit</u>
Rec	Between 8:20am and 8:30am	2:50pm (11:50am on Friday)	Byron Road
Y1	Between 8:10am and 8:20am	2:50pm (11:50am on Friday)	Byron Road
Y2	Between 8:00am and 8:10am	2:50pm (11:50am on Friday)	Byron Road
Y3	Between 8:15am and 8:30am	2:50pm (11:50am on Friday)	Waverley Rd
Y4	Between 8:00am and 8:15am	3:00pm (12:00pm on Friday)	Waverley Rd
Y5	Between 8:15am and 8:30am	2:50pm (11:50pm on Friday)	Waverley Rd
Y6	Between 8:00am and 8:15am	3:00pm (12:00pm on Friday)	Waverley Rd

N.b – Reception will be in half day first week back only (Wednesday 02/09/2020 to Friday 04/09/2020)

- Where families have siblings, students should arrive at the designated time for the younger sibling.
- Once students are dismissed, they should immediately leave the building and school grounds. Students must not congregate in corridors or playgrounds.
- Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their child after 3:15pm.

Uniform & Equipment

All students will wear the full uniform.

- The school now has a new uniform supplier called Stevensons. For more information, please visit: www.stevensons.co.uk and Mansuri Schoolwear will continue to provide uniform whilst stocks last.
- As uniform supplies may be delayed, some discretion will be allowed during the first half-term.
- Students who have PE on the same day will be allowed to wear their PE kit instead of the uniform.



- Students should only bring their allocated reading books, snack, and lunch box if required in a small bag.
- Stationery and equipment will be provided.

Registration and Attendance

All students are expected to attend school full-time in September.

- A register will be taken each morning for all students and at the start of the afternoon lesson. Children will be marked late if they arrive after the gate closure at 8.30am.
- The school will follow the DfE guidance on absence codes for students who fail to attend school.
- Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.
- For all pupils who are isolating at home, allocated Learning Coaches will continue to make regular calls to check on welfare and whether they are participating fully in lessons.

Expectations in the Classroom/Bubble

There are a number of expectations that students should follow during lessons.

- Students will use a hand sanitiser on entering each lesson during the day.
- Students must not leave their homebase area unless given permission to do so.
- Students must sit in their designated place at all times. Desks and chairs must not be moved.
- Students should not touch displays or other surfaces unnecessarily.
- Stationery and equipment should not be shared.

Toilets

- At all times, including break and lunchtimes, students should use their designated toilet:

Group	Toilets
Rec	Rec
Year 1 & 2	Opposite Library
Year 3 & 4	Main entrance
Year 5 & 6	KS2

- Only one student per cubicle should enter the toilets.
- Year group staff will support the supervision of the use of toilets during allocated times
- Students require to use the toilet outside of allocated times must be supervised by year group staff.



- All cubicles will be disinfected regularly.

Hygiene

All students should maintain the best of hygiene at all times.

- There will be a hand sanitiser at the entrance of all rooms. Students must sanitise their hands at the start and end to all lessons.
- Students will wash hands with soap regularly during the day, particularly before and after eating and after sneezing, coughing, or using the toilet.
- All surfaces in classrooms, toilets and dining areas will be disinfected regularly throughout the day.
- Specialist classrooms will be disinfected between each use.

Break and Lunch Time

To avoid classes mixing, and minimise crowding, break and lunch times have special arrangements. Class bubble integrity will be protected by using 2 zones for every year group.

- There will be staggered timings for break and lunch times, as outlined below:

Year	Break time	Lunch time	Locations
YR	10:05am till 10:20am (9:45am till 10:00am on Fridays)	11:30am-11:50am.	Dining Hall
Y1	10:25am-10:40am (9:45am-10:00am on Friday)	12:35pm-12:50pm	Dining Hall
Y2	10:30am till 10:45am inc Friday	12:10pm-12:30pm	Dining Hall
Y3	10:30am till 10:45am inc Friday	12:20pm-12:40pm	Classroom
Y4	10:10am till 10:25am (10:20am till 10:35am on Fridays)	12:10pm-12:30pm	Classroom
Y5	10:45am-11:00am inc Friday	12:00pm-12:20pm	Classroom
Y6	10:50am-11:05am inc Friday	12:30pm-12:50pm	Classroom

- Students will queue with social distancing and within class bubble.
- Students will sit in their class bubbles when eating their lunch in the canteen.
- Students will be asked to wash hands with soap before and after having lunch.
- KS2 students will have their meals delivered to their classrooms in disposable containers.
- Students will sit in class bubbles. Staff will eat in their classrooms and staffrooms (with distancing), so the full capacity will be used for students.
- During lunchtime, students will be supervised by Staff on duty and SLT.
- Students entering the Dining Hall will queue outside from the canopy area.
- All benches and tables will be wiped down with disinfectant continuously between 11:30am and 12:50pm in the canteen.
- Food will be set out on individual trays for pupils eating in the dining halls.

First Aid and Medical Room



Any student who falls ill or develops symptoms in school will go home.

- A student who is unwell will wait in the medical room before being collected by a parent.
- There will be a First Aid resource in each 'bubble' homebase. Students will self-administer first aid, and any medication, if possible. However, if needed, designated First Aiders will provide support.

Students or Staff who test positive for COVID-19

- If a student or member of staff develops the symptoms of COVID-19 (a new, persistent cough, high temperature or a change or loss of smell or taste), they will be sent home and asked to book a test.
- If someone tests positive, the school will contact Public Health England (PHE) and follow their guidance.
- Following advice from PHE, the school will contact parents via our text message service if your child has been in close or direct contact with someone who has tested positive, advising them to self-isolate for 14 days.

Remote Education (and Contingency for School or Local Lockdown)

From September, all students are expected in school and there will be no online lessons.

- However, if school is closed for a class or for all students, the timetable will be delivered online.
- In such circumstances, students will be taught online using Microsoft Teams by their normal teacher in their normal class groupings following their usual timetable.
- If a student has been asked to isolate at home, they will also be able to access their lessons online.
- In September, the school will provide each student with a pack containing their timetable, a guide to using Microsoft Teams and the 'codes' needed to join their classes. This would be used if school is closed or students are isolating at home and lessons are then delivered online.

Term Dates 2020-2021, Attendance & Holidays During Term Time

Please find enclosed a copy of the term dates for the new academic year.

- It is really important that students attend school fully. Each year, students with the worst attendance make less progress and achieve lower grades in their studies. This is why we will insist that students attend school fully and ask the Education Welfare Officer from the Local Authority to visit homes for students with poor attendance.
- As you know, the school is not allowed to authorise any trips abroad during term time unless there are exceptional (emergency) circumstances for the student concerned. Thank you for your support with this.



SCHOOL TERM AND HOLIDAY DATES

2020 - 2021

(All dates are inclusive)

AUTUMN TERM 2020

Staff Training Day	Friday 28 th August 2020
	Tuesday 1 st September 2020
Re-open (for students) on	Wednesday 2 nd September 2020
Mid Term Closure	Monday 26 th October - Friday 30 th October 2020
Closure after school on	Friday 18 th December 2020
Christmas Holiday	Monday 21 st December – Friday 1 st January 2021

SPRING TERM 2021

Re-open on	Monday 4 th January 2021
Mid Term Closure	Monday 15 th February - Friday 19 th February
2021	
Closure after school on	Thursday 1 st April 2021
Easter Holiday	Friday 2 nd April 2021 – Friday 16 th April 2021

SUMMER TERM 2021

Re-open on	Monday 19 th April 2021
May Day Closure	Monday 3 rd May 2021
‘Eid ul Fitr 1442 * holiday	Thursday 13 th May and Friday 14 th May 2021 *
Mid Term Closure	Monday 31 st May - Friday 4 th June 2021
Closure after school on	Friday 16 th July 2021
(‘Eid ul Adha 1442 *)	(Tuesday 20 th July 2021 *)

Please note that Eid holidays may be revised slightly depending upon sighting of the moon.