27th November 2020

Dear Parents / Carers

- I hope those of you who have already had your meetings with the teachers have appreciated the opportunity to not only meet with the teachers but also to hear about how well your children have settled in school and the progress they are making with their learning. Please remember that all the parents' meetings are being held on Google Meet this term and the teachers will send your invitation to the meeting via an email. (please check your junk/spam if you can't find it.). You do not need to come into school to meet with the teachers. It is very important that we have your correct email address for the meetings to take place successfully so please let us know if you have changed your contact details recently – including your email address.

- Please note that we are not holding any face to face meetings with parents unless for particular reasons and if that is the case we will contact you to let you know the date and time for the meeting. You should not come into the building unless accompanied by a member of staff at any time. This is to protect the staff and children at school at this difficult time. If you do need to contact the school or your child's class teacher please email using: parent@tops.hounslow.sch.uk Your message will be passed on and someone will contact you with a response as soon as possible.

- Thank you for adhering to the new start times in some of the year groups.

YEAR GROUP	START TIME	FINISH TIME
Reception	9.20am	3.00pm
Year 1	9.00am	3.10pm
Year 2	9.10am	3.20pm
Year 3	9.10am	3.20pm
Year 4	9.00am	3.30pm
Year 5	8.45am	3.30pm
Year 6	8.45am	3.30pm

- Please do not arrive more than 5 minutes before your drop off or pick up time.
- Please be punctual
- Please leave the site immediately. Do not wait to watch your child walk across the playground in the morning – there are staff outside to help them but they all know where to go and all go straight into class. This is particularly important now as there is less time between groups of children coming into school and we still need to ensure that there is no congestion at the gate and along the paths onto and off the site,
- **Only one parent/ adult** per family will be permitted onto the site. If older siblings are coming to collect, they should not bring other friends onto the school site with them.
- If you have more than one child, please drop them all off in the morning with the **earliest child** and pick up with the **youngest child.** We are trying to encourage children in Year 5 and Year 6 to stay until 3.30pm even if they have younger siblings.

- We are still trying to encourage as many children as possible to have a school meal at lunchtime rather than bringing in a packed lunch from home. We are finding that packed lunch boxes and bags are taking up much needed space in the classrooms at the moment and are a hazard. We are also trying to reduce the number of things children bring in from home as an additional safety measure. This is particularly important with the current rise in Covid-19 cases both locally and nationally.

- Remember that if your child does have Covid-19 symptoms they should self-isolate for 10 days and the other members of your household should isolate for 14 days.

- It is very important that you inform us if your child has any of the covid-19 symptoms and will be self-isolating.

  The symptoms to particularly look out for are:
  - a high temperature,
  - a new continuous cough,
  - loss of sense of taste or smell

If we ask you to collect your child from school because they have symptoms:

- they should isolate for 10 days.
- You should arrange a test for your child either by **ordering a home test kit or by booking an appointment and going to a testing centre.**
- If the result of the test is negative and you are happy to share the result with us, your child can come back to school if they are well enough to do so.
- If you do not feel able to share the result with us it is important that your child completes the self-isolation for 10 days and does not return before. This is to keep the rest of the school community safe and reduce the risk of spread.

If your child is self-isolating, work will be sent home for them to complete. The Year Lead or your child's teacher will send you a letter with the relevant information and login details for DB Primary.

- Please remember to wear a face covering when you come onto the site. Unless you are exempt from wearing a mask and can show this with the relevant evidence card this is an expectation for all parents and carers coming onto the site.

- Children who come to school wearing a reusable mask should have a small sealable plastic bag to put it in when they take it off. Temporary face coverings should be disposed of in the bin on arrival.

- Please **supervise your children** when you have collected them and keep them with you. The children should not be playing in the conservation area, climbing and playing on the adobe at the far end of the field or on the play structures in the playground. This is very important and ensures their safety.

- **Social distancing is really important** as part of all our efforts to reduce the spread of Covid-19, along with good hygiene and wearing face coverings. Please do not gather in the playground or at the gates to speak with other parents. You should all be adhering to social distancing guidance with staff, children and parents **at all times** including when walking along the paths on the school site.

The challenges related to Covid-19 will continue to be with us for some time and I would again like to thank you for your continued understanding, support and cooperation.

Christine Haslam
Headteacher