

Northwood Road
Thornton Heath
Surrey CR7 8HX

Telephone: 020 8653 4240
Fax: 020 8768 0295

Email: office@davidlivingstone.croydon.sch.uk
Website: www.davidlivingstone.croydon.sch.uk

Interim Head of School: Ms C Mitchell
Executive Headteacher: Mr T Mills

Tuesday 1st September 2020

Autumn term details

Dear Parents and Carers,

We sent out this information in July but we're sure that it would be useful to send again! Please read the details carefully so that you are ready to come into school at the correct time on Thursday.

The government guidance has outlined a full return for all pupils with specific measures in place. As is the case with all schools nationally, we have taken our school site, building, staff and families into consideration and have made adjustments accordingly. Each school site is unique and therefore these measures may differ from other local schools in the area.

These measures will be in place until at least half term (23rd October 2020). We will continue to review the changes and communicate with you in good time to ensure that you are kept informed of any adaptations.

Start and finish times

We have taken the decision to stagger start and finish times so please ensure that you have checked the timetable for your child's year group. By doing this we can also stagger break and lunch times throughout the day. We have included an extra afternoon break for all children to take into account their extended absence from school and the transition back into full time learning.

Reception/Year 5/Year 6	Year 1/Year 2	Year 3/Year 4
8.25-8.30am Families come onto the playground 8.30am Children start lessons in classrooms	8.40-8.45am Families come onto the playground 8.45am Children start lessons in classrooms	8.55-9am Families come onto the playground 9am Children start lessons in classrooms
11.30-12.30 Lunchtime	11.45-12.45 Lunchtime	12.00-1.00 Lunchtime
2.55-3pm Parents come onto the playground 3pm Children go home	3.10-3.15pm Parents come onto the playground 3.15pm Children go home	3.25-3.30pm Parents come onto the playground 3.30pm Children go home

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Please note the following school guidance about drop off/pick up times:

- We ask that you are prompt at drop off and collection times so that we don't have too many people crossing over at the gate as they enter/leave the playground.
- The playground has markings to indicate where to wait with your child until called into the building by their teacher.
- Please ensure that only one adult accompanies children to and from the academy in order to minimise the number of people on the school site.
- There will be a designated waiting area on the playground for families who have to drop off/pick up children with different start/finish times.
- Children in Year 5 and 6 can walk home from school independently if their parent provides written consent to the school office.

Although we usually encourage families to come onto the playground a few minutes before their child needs to be dropped off or picked up, we ask that you adhere social distancing and to the timings above for your child's class in order to reduce the number of people on the playground at any one time. We also ask that younger children stay with their adult and everyone refrains from touching surfaces while waiting; this includes walls, fences, trim trails and tables.

Breakfast Club/Afternoon School Club

This provision will continue as usual:

- Breakfast club from 7.45am
- After School Club until 6pm

Sessions will need to be booked in advance in order to ensure that we have the correct number of staff each day. *Further information will be sent out in the near future.*

Uniform

Children will be returning to school in their David Livingstone Academy uniform, although we understand that some items may be difficult to purchase with current restrictions in place. Please speak to a member of staff if this is the case.

Safety measures

The following measures will be in place to minimise the risk to pupils, families and staff on our return to school this term:

- Start and finish times are staggered to reduce the number of people on the playground at the beginning and end of the day.
- Break times and lunch times are staggered to reduce the number of children on the playground and in the dining hall at once.
- All classroom tables will face the front and will be spaced out as much as possible.
- High-touch surfaces and shared areas are cleaned regularly throughout the day in addition to our usual daily cleaning schedule.
- Hand washing facilities, hand sanitiser and tissues are available in every classroom and used throughout the day.
- Children line up with 2 metres between them on the playground.
- Staff will use PPE if administering first aid.

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- Appointments with teachers will be scheduled in advance via the school office.
- Whole school assemblies will not take place.
- Water bottles will be sent home for washing every day.
- The school building has been deep cleaned during the summer holidays.
- Any confirmed cases of COVID-19 will be communicated with parents and specific groups may be advised to self-isolate.

Attendance

School attendance will be mandatory from the beginning of the autumn term. It is the parents' duty to ensure that their child attends regularly. The academy has a responsibility to record attendance and follow up absences in line with the local authority's code of conduct.

Home learning

Please speak to Miss Mitchell, Miss Edwards or Miss Griffin if your child has a specific reason to stay at home in the autumn term. We may require evidence (e.g. medical letters) to support your decision.

PE lessons

PE lessons will resume as normal in the autumn term. Children will be expected to wear their PE kit as per the school's uniform guidance.

Yours sincerely,



Miss Mitchell
Interim Head of School