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SUNNYMEDE JUNIOR SCHOOL

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10th August 2021

Dear Parents and Carers,

IMPORTANT START OF YEAR INFORMATION

I hope you have enjoyed the first couple of weeks of the summer holiday. I am writing to you to explain a few changes to some of our procedures in September, along with a few reminders.

In particular, I am writing to explain the changes we are making to our morning drop-off arrangements, as well as the wearing of P.E. kits. These are detailed under the relevant sub-headings below but please do take the time to read the whole letter in full, as all sections of this letter contain important information.

MORNING DROP-OFF ARRANGEMENTS

In September, there will be a change to our morning drop-off arrangements. This will be on a trial basis for the first half term and will then be reviewed.

From September, we are excited to be making the move from paper to electronic registers where pupils, under the supervision of staff, self-register when they come to school each morning. As part of this process, we have been re-thinking the morning entry routine in order to maximise learning time.

Whilst there has been much about the Covid-19 adaptations we have had to put in place over the last year that we have not enjoyed, there is one new routine that we have found to be very positive for the children and school organisation. This has been the system of children being dropped off by their parents each morning at the main gate and coming into the playground on their own. This has led to a much smoother and more prompt start to the school day, meaning lessons can start on time. Obviously, the 'staggering' element is not something we have relished but guidelines for September currently state that we no longer need to stagger entry times.

So, from September, the following new procedure will be put in place:

Parents should drop their junior child off at either the Mons Avenue or Meadoway entrance between 8:40am and 8:50 am and will no longer come on the playground with their child. Junior siblings can come in together regardless of their year group. Infant children will need to be dropped off at the main gate on Mons Avenue, as they have been doing for the past year or so and which is now routine. There will be a member of staff on both junior school gates and in the main playground to ensure the children travel safely to their class. Children will then make their way to their classroom where they will self-register as and when they arrive.

Governors have approved the changes and we will review them after the half term.

NOTE to new Y3 PARENTS: As discussed at the transition meeting, on the first day of term, you can bring your child to school a little later, between 9:00 and 9:05 am if you prefer. If you still wish to bring your Y3 child between 8:40 and 8:50, that is no problem, but please identify them as a Y3 pupil to the adult on duty at the gate so they can be taken to the right place!

END OF DAY COLLECTION ARRANGEMENTS

Please note that the end of day arrangements will remain as they did prior to Covid restrictions being in place. This will mean that the bell rings at 3:15 pm for all year groups and children can be collected from teachers in the playground. Gates will open from approximately 3:10pm. Letters were sent to parents before the end of term to inform you of collection points. However, the table below is a reminder. Please remember that you will need to complete an exiting arrangements form if you will not be collecting your child personally from the collection points below. This includes giving permission for your child to walk home alone if they are in Years 5 and 6. This form can be found in the Key Forms section of our website.

| | |
|--------------------------------|---------------------------------------|
| 3H – Mrs Houghton | Infant playground (by play equipment) |
| 3P – Mrs Pye | Infant playground (by play equipment) |
| 4HB – Mrs Bicheno/Mrs Hathaway | Junior playground |
| 4L – Miss Lee | Junior playground |
| 5M – Mrs Mussenden | Infant playground (top end) |
| 5T – Miss Turnbull | Infant playground (top end) |
| 6A- Miss Aston | Junior playground |
| 6W – Miss Wilcox | Junior playground |

FACE COVERINGS

From September, it will be a personal choice for you to wear a face covering when you collect your child from school. However, I please ask that you respect the personal decisions people make. In particular, if you choose not to wear a face covering yourself, please can I ask that you are respectful of any request by a member of staff or another parent if they request that you keep a 2m distance. We do not know each person's personal situation and I am aware that there are members of the school community who are anxious about the lifting of restrictions. For example, they may be clinically vulnerable themselves or care for a family member who is high risk. Thank you in advance for your understanding and co-operation.

P.E. KIT IN SEPTEMBER

A few parents asked me before the end of term if, when restrictions were lifted, children could continue to come to school in their P.E. kit on P.E. days. Many parents I spoke to seemed to like this, as did the children. Staff also liked this arrangement on the whole, as more time could be spent on P. E. rather than getting changed. The governing body agreed that we could continue allowing children to come to school in their P.E. kit on P.E. days, on a trial basis for half a term. The main concern expressed was that some families were treating the relaxation of uniform as a 'non-uniform day', wearing football kits and other clothing that does not form part of our uniform.

So, in order for us to continue the trial as a more permanent arrangement, we will be requiring all children to come to school on P.E. days in the school's correct P.E. kit. This is set out below, and we have also clarified some aspects that were a bit 'woolly' so to speak: these clarifications are in bold blue font below:

P.E. TOPS

- White polo shirt
- Plain dark coloured sweatshirt (**royal blue, navy or black**)

P.E. BOTTOMS

- Royal blue shorts
- **Plain navy or black** jogging bottoms can be worn outdoors in cold weather

P.E. SOCKS and FOOTWEAR

- **Plain** Trainers for outdoors
- Plimsolls may be worn indoors
- **Plain white or black** socks (not tights)

In summary, I am emphasising the need for the P.E. kit to be PLAIN. Tops and bottoms should not have logos on them (except a school logo if you wish) and we have specified what colour a 'dark' jumper should be. Please also note that trainers should be as plain as possible. We recognise that it can be difficult to get trainers with no logos at all but ideally, any small logo will be the same colour as the trainer wherever possible. Trainers should be plain black or white or neutral in colour, if possible.

We will monitor the implementation of this carefully and decide after half term if we will continue the above arrangements for P.E. days.

Also, we are anticipating clubs resuming shortly after we return: any child attending a club will need to bring their P.E. kit to school separately, unless the club happens to be on their P.E. day.

P.E. days for the autumn term are in the process of being finalised so we will let you know your child's P.E. days as soon as we return in September. For the first week back Y5 pupils should come to school in their P.E. kits on Thursday 2nd September and Y6 should wear theirs on Friday 3rd September.

STUDYBUGS

We will be introducing a new system for reporting your child's school absence in September. We sent you a separate letter about this earlier today so please do take the time to read this before the term begins. For new Y3 parents, this letter was sent via the admin email rather than Parentmail.

NUT-FREE POLICY

Given the increasing number of pupils with nut allergies, we have formally added to our school prospectus that we aim to be a nut-free school. The updated prospectus can be found on our school website. However, for ease of reference, please see the extract below:

We aim to be a nut-free school, with the intention of reducing the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect children who have allergies to nuts. We do everything we can to ensure that nuts or nut products are not brought on our school premises. However, we require parents and carers to help us achieve this by ensuring they do not include such items in their child's lunch box. Midday Assistants will do their best to ensure that children's lunch box contents adhere to our policy".

Our "Nut-Free Policy" means that the following items should not be brought into school:

- Packs of nuts

- *Peanut butter sandwiches*
- *Fruit and cereal bars that contain nuts*
- *Chocolate bars or sweets that contain nuts*
- *Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)*
- *Cakes made with nuts*

We have a policy to not use nuts in any of our food prepared on site at our school. Our suppliers provide us with nut-free products. However, we cannot guarantee freedom from nut traces.

I hope the contents of this letter offer clarity on arrangements for September and that you all enjoy the rest of your summer break.

Kindest regards,

A handwritten signature in black ink, appearing to be 'Ronnie Branch', with a long horizontal line extending to the right.

Ronnie Branch
Headteacher