



Timetabling for return to School in September 2020

Parents' Edition

Week 1: Wednesday 2nd - Friday 4th September 2020

		8.20 – 9am	Session 1 9.15 – 10am	Break 1 10am – 10.15	Session 2 10.15 – 11am	Break 2 11am-11.15	Session 3 11.15 – 12 noon	12 noon – 12.30	12.30 -1pm	1pm – 1.15pm	Session 4 1.15 – 2pm	2pm – 2.15pm	Session 5 2.15 – 3pm	3pm – 3.30pm	3.30pm onwards				
Wednesday	INSET Day – No school for the children																		
Thursday	Class Group A	Handwashing & registration allowing staggered arrival times	Transition	Outside Play	Inside break	Transition	Outside Play	Inside break	English	Play first	Lunch first	Hand-washing and registration	Maths	Hand-washing	PSHE	Staggered Leaving times	3.45 – 4.15pm Staff meeting		
	Routines		Holly	Willow	Routines	Willow	Holly	Holly		Handwashing first, then, packed lunches in classrooms									
	New rules		Oak	Juniper	New rules	Juniper	Oak	Oak	Willow										
	Structure		Elm	Beech	Structure	Beech	Elm	Elm	Juniper										
	Timetable		Rowan	Poplar	Timetable	Poplar	Rowan	Rowan	Beech										
	Expectation				Expectation				Poplar										
Friday	Class Group B		Transition	Hand-washing upon return		Transition	Handwashing upon return		English	Handwashing upon return					Maths		PSHE		3.45 – 4.15pm Staff meeting
	Routines					Routines													
	New rules					New rules													
	Structure					Structure													
	Timetable				Timetable														
	Expectation				Expectation														

Notes/changes

- INSET day on Wednesday (Staff training, no school for children)
- Children return to school on Thursday
- Classes will be split into two groups, in register order (details included within the email)
- Group A: 1st 15 children in school on Thursday
- Group B: 2nd 15 children in school on Friday
- Discrete handwashing times are scheduled
- Playgrounds separated – one playground area per year group
- One class per year group on the playground at any one time
- Teaching staff will have short briefings after school each evening to make adjustments for the next day, if necessary

Week 2: Monday 7th – Friday 11th September 2020

		8.20 – 9am	Session 1 9.15 – 10am	Break 1 10am – 10.15		Session 2 10.15 – 11am	Break 2 11am-11.15		Session 3 11.15 – 12 noon	12 noon – 12.30	12.30 -1pm	1pm – 1.15pm	Session 4 1.15 – 2pm	2pm – 2.15pm	Session 5 2.15 – 3pm	3pm – 3.30pm	3.30pm onwards
Monday	Class Group A	Handwashing, registration & independent reading allowing staggered arrival times	Transition Routines New rules Structure Timetable Expectation	Outside Play	Inside break	Transition Routines New rules Structure Timetable Expectation	Outside Play	Inside break	English	Outside play first	Lunch first	Hand-washing and registration	Maths	Hand-washing	PSHE	Staggered Leaving times	3.45 – 4.15pm Staff Meeting
				Holly Oak Elm Rowan Hand-washing upon return	Willow Juniper Beech Poplar		Willow Juniper Oak Elm Rowan	Holly Oak Elm Rowan		Holly Oak Elm Rowan	Holly Oak Elm Rowan						Handwashing upon return
Tuesday	Class Group B	Handwashing, registration & independent reading allowing staggered arrival times	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	English	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Maths	Hand-washing	PSHE	Staggered Leaving times	3.45 – 4.15pm Staff Meeting
Wednesday																	Transition Routines New rules Structure Timetable Expectation
Thursday	Class Group B	Handwashing, registration & independent reading allowing staggered arrival times	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	English	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Transition Routines New rules Structure Timetable Expectation	Maths	Hand-washing	PSHE	Staggered Leaving times	3.45 – 4.15pm Staff Meeting
Friday																	School Closed to all children

Notes/changes

- Classes to continue be split into two groups, in register order, as per last week
- Group A: 1st 15 children in school on Monday & Tuesday
- Group B: 2nd 15 children in school on Wednesday & Thursday
- Short briefings after school each evening to make adjustments as needed (not Thursday evening)
- School closed to children on Friday to allow whole school meeting time, focussed entirely on the return and any changes needed and for PPA time for Class Teachers

Week 3: Monday 14th – the end of the autumn term

	8.20 – 9am	Session 1 9.15 – 10am	Break 1 10am – 10.15		Session 2 10.15 – 11am	Break 2 11am-11.15		Session 3 11.15 – 12 noon	12 noon – 12.30	12.30 -1pm	1pm – 1.15pm	Session 4 1.15 – 2pm	2pm – 2.15pm	Session 5 2.15 – 3pm	3pm – 3.30pm	3.30pm onwards
Monday	Hand-washing upon arrival Registration & Independent reading allowing staggered arrival times	Guided Reading	Outside Play	Inside break	Maths	Outside Play	Inside break	English	Outside play first	Lunch first	Hand-washing & registration	PE: 5 Elm ICT: 4 Oak	Hand-washing	PE: 5 Beech ICT: 4 Juniper	Staggered dismissal of children	3.45 – 4.15pm Staff meeting 4.30pm – 5.15pm SLT Meeting
Tuesday			Guided Reading	Holly		Willow	Willow		Holly	Holly						Oak
Wednesday		Guided Reading		Oak	Juniper	Juniper	Oak	Elm	Rowan	Willow		PE: 3 Willow ICT: 6 Rowan		PE: 3 Holly ICT: 6 Poplar		3.45 – 4.15pm Staff Meeting
Thursday			Guided Reading	Elm	Beech	Beech	Elm	Beech	Handwashing upon return	Beech		PE: 6 Rowan ICT: 3 Willow		PE: 6 Poplar ICT: 3 Holly		3.45 – 4.15pm Staff Meeting
Friday		Guided Reading		Rowan	Poplar	Poplar	Rowan	Poplar	Handwashing upon return	Poplar		School closed from 12 noon				
								English	Staggered dismissal of children (see attached document)	Lunch	1 – 4pm Whole School PPA					

Notes/changes

- Children to begin full time schooling this week
- 1st SLT meeting of the autumn term – Monday evenings
- Brief meetings at the end of each day to discuss successes and necessary changes
- Regular staff meetings to begin next week – Wednesday evenings

Dismissal of the children at the end of the school day

	Monday to Thursday	Friday
Y6	<ul style="list-style-type: none"> ▪ Dismissal at 3pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers ▪ One class lines up on either side of the wooden playground wall ▪ Children dismissed by Mrs Singh & Mr Watts, one at a time ▪ All Y6 children to walk home ▪ Children to leave the site by 3.05pm ▪ Y6 Teachers stay to help dismiss Y5 children 	<ul style="list-style-type: none"> ▪ Dismissal at 12pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers ▪ One class lines up on either side of the wooden playground wall ▪ Children dismissed by Mrs Singh & Mr Watts, one at a time ▪ All Y6 children to walk home ▪ Children to leave the site by 3.05pm ▪ Y6 Teachers stay to help dismiss Y5 children
Y5	<ul style="list-style-type: none"> ▪ Dismissal at 3.05pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Children dismissed by Mrs Singh & Mr Watts, one at a time. ▪ All Y5 children to walk home ▪ Children to leave the site by 3.10pm ▪ Y6 Teachers open the back gate (by swimming pool) and manage one-way traffic. ▪ Y5 Teachers stay on the playground to direct foot traffic off the school site, via the back gate 	<ul style="list-style-type: none"> ▪ Dismissal at 12.05pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Children dismissed by Mrs Singh & Mr Watts, one at a time. ▪ All Y5 children to walk home ▪ Children to leave the site by 3.10pm ▪ Y6 Teachers open the back gate (by swimming pool) and manage one-way traffic. ▪ Y5 Teachers stay on the playground to direct foot traffic off the school site, via the back gate
Y4	<ul style="list-style-type: none"> ▪ Dismissal at 3.10pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Parents to queue outside the Langley Road gate – please queue from the right as you face the gate (Molteno Road side of Langley Road) ▪ Parents allowed in one at a time by Mrs Singh & Mr Watts ▪ Children dismissed by Class Teachers as the parents approach the lines of children ▪ Parents exit via the swimming pool gate and join one-way traffic exiting the pedestrian gate ▪ Children to leave the site by 3.20pm ▪ Y4 Teachers stay to help dismiss the Y3 children 	<ul style="list-style-type: none"> ▪ Dismissal at 12.10pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Parents to queue outside the Langley Road gate – please queue from the right as you face the gate (Molteno Road side of Langley Road) ▪ Parents allowed in one at a time by Mrs Singh & Mr Watts ▪ Children dismissed by Class Teachers as the parents approach the lines of children ▪ Parents exit via the swimming pool gate and join one-way traffic exiting the pedestrian gate ▪ Children to leave the site by 3.20pm ▪ Y4 Teachers stay to help dismiss the Y3 children
Y3	<ul style="list-style-type: none"> ▪ Dismissal at 3.20pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Parents to queue outside the Langley Road gate – please queue from the left as you face the gate (Nascot Wood Road side of Langley Road) ▪ Parents allowed in one at a time by Mrs Singh & Mr Watts ▪ Children dismissed by Class Teachers as the parents approach the lines of children ▪ Parents exit via the swimming pool gate and join one-way traffic exiting the pedestrian gate ▪ Children to leave the site by 3.30pm 	<ul style="list-style-type: none"> ▪ Dismissal at 12.20pm ▪ Children escorted to Langley Road Gate, in a line by their Class Teachers. ▪ One class lines up on either side of the wooden playground wall. ▪ Parents to queue outside the Langley Road gate – please queue from the left as you face the gate (Nascot Wood Road side of Langley Road) ▪ Parents allowed in one at a time by Mrs Singh & Mr Watts ▪ Children dismissed by Class Teachers as the parents approach the lines of children ▪ Parents exit via the swimming pool gate and join one-way traffic exiting the pedestrian gate ▪ Children to leave the site by 12.30pm