16 July 2020

Dear Parent / Carer

I hope this letter finds you and your family well.

This is a letter to round up a number of end of term matters and to discuss some changes that parents should be aware of. A further letter will be sent out on Friday 17 July to outline the details of reopening arrangements in September.

It has been nice to receive so much positive feedback about how the school has supported the children’s learning this term, and I’m very pleased to see how the partnership between school and home has further evolved to support the pupil learning.

**Staff changes**
We say a fond farewell to two long standing members of staff, Zina Bourreza and Yogita Pala, who have both secured more senior roles in other schools. I’m sure parents and pupils will join me in offering thanks to both of these individuals who have worked tirelessly for our children over a number of years.

**Meal arrangements**
When the children return, we will return to the meal ordering system that was in place before the school was locked down. This means that you must order the meal for your child in advance if you wish for them to receive a hot lunch. If your child is in Key Stage 2 (Years 3 to 6) and you pay for their meals, please ensure you have sufficient funds on your ParentPay account.

**Breakfast and after school club**
In September we will be operating our own Breakfast and After-school club which will start on Monday 07 September. Please check our website for more information.

All the arrangements are in place to run this, but we are still working on getting the ParentPay system set up to enable payments to be taken. Expect to receive notification that the booking system is online over the summer holiday period, or by Wednesday 02 September at the very latest.

**Google Meet Q and A**
We will be issuing information about the school re-opening arrangements on Friday, and understand there will probably be follow up questions regarding our plans. In addition, we have received a number of concerns and complaints about a range of issues in the last week or so. Considering the situation, this is not unexpected but we are keen to draw a line under these matters before the end of the academic year.
If you wish to find out more about the school re-opening plans, or have a concern or complaint that you would like to discuss, there will be two sessions available to you. If you wish to access these sessions, please put the relevant link directly into the browser at the allotted time:

**Monday 20 July at 9:30pm (meeting link: meet.google.com/iej-zwoz-hcx)**

**Monday 20 July at 5:15pm (meeting link: meet.google.com/kit-dtjy-aea)**

**Last day of term and the Summer survival kit**

The last day of each full term (Autumn, Easter and Summer) will end at 1:30pm starting from this term. This means that the school will officially be closed for the summer from 1:30pm on Tuesday 21 July.

The last chance to pick up items that may have been left behind in the school will be on Monday 20 July. If you have items you would like to pick up, then please email the school office and they will arrange a time for you to collect these items. Over the summer our cleaners will be deep cleaning the school, so please note that if you do not pick up your items on Monday, we cannot guarantee it will be in school in September.

If you haven’t yet seen the video that Miss Pindoria, Miss Burgess and I posted on each class page about the summer survival kit, please take a few minutes to watch this so you can support your children to prepare for the next academic year over the Summer holiday period.

Yours sincerely

Matthew Bradley
Headteacher