

Dear Parents/Carers

Arrangements for Start of Term 1

I hope you have all had a relaxing and enjoyable summer break. We are really looking forward to welcoming everyone back to school on Thursday 2nd September. During the past 18 months, we have all got used to a very different way of working; here is a reminder of the school routines that will be back in place:

Timings

The gates will be open from 8.30am each day for children to come into school, with registration taking place at 8.45am for all year groups. If you are late, please sign your child in with Mrs Basra at the front gate. If you arrive after 8.55am, please bring your child to the school office; a reason for lateness will be requested.

Children will enter their classrooms via the following routes:

- YR – Fire door via the path next to the kitchen
- Y1C – External classroom door (via gate between two buildings)
- Y1P/Y2/Y5S – External classroom doors
- Y3/Y4 – Main door to new building
- Y5C/Y6 – Cloakroom

The school day will end at 3.05pm for all year groups and children should be collected from the following points:

- YR – KS2 playground
- Y1C – External classroom door (via gate between buildings)
- Y1P/Y2/Y5S – External classroom doors (by KS1 field)
- Y3 – Main door (between buildings)
- Y4 – Fire door at end of new building (leading onto KS1 playground)
- Y5C/Y6 – External classroom doors

School Meals

The cost of school meals will remain at £2.30 per child per day (for children in Y3 to Y6), payable via ParentPay. From September, in addition to a hot meal, we will be offering a school packed lunch option. Please see the school website for the latest menus - [School Meals](#). Lunch registers will be taken in class each morning, when children will order their lunchtime meal.

Wraparound Care

Our Breakfast Club will run from 7.30am to 8.30am each school day, at a cost of £3.00 per child, or £2.50 for siblings who attend together. There is no need to book in advance (although it does help with staffing) but a registration form will need to be completed before first attendance.

Our St Bots After School Club will run from 3.05pm to 6.00pm each school day. The cost of this club is:

- 3.05pm to 4.30pm - £5.00 per child or £4.00 for siblings attending together
- 3.05pm to 6.00pm - £9.00 per child or £7.50 for siblings attending together

A late fee of £5.00 per child per 15 minutes (or part thereof) will be charged for any children collected after 6.00pm, to cover staffing costs.

Parents are asked to book in advance, where possible, by emailing admin@st-botolphs.kent.sch.uk but may phone **up until 2.30pm** on the day to enquire on the availability of places. Payment is required via ParentPay in advance or on the first day of attendance.

PE

PE kits should be brought to school on the first day of term (except for YR) and will remain in school. You will be notified of the days your children will be having PE lessons during the first week back.

Communication

If you have a problem or concern, your first points of contact are our Welfare Officers, Mrs Basra or Mrs Simpson, who will be on the playgrounds every morning. If they cannot help you, please talk to your child's Class Teacher. If the Class Teacher feels they need to involve a more senior member of staff, the concern will be passed on to a Phase Leader or our Inclusion Manager and, if still unresolved, they will involve Mrs Martin (our new Deputy Head) or myself.

The School Office will once again be open for parents to visit.

School Uniform and Equipment

Full school uniform should be worn when children return and all resources will be provided by the school. Please remember that:

- trainers are not permitted
- only bookbags and packed lunch bags should be brought to school – no rucksacks or big bags, as we do not have room to store them
- children should not bring personal items in from home.

Volunteers

We are happy to be able to welcome volunteer helpers back to school from September. If you have previously volunteered and would like to continue, or are interested in starting, please contact the School Office. All volunteers will require an enhanced DBS check (carried out free of charge by the school) and will now be required to complete a Registration Form and agree to our Volunteer Code of Conduct.

It will be lovely to work as a whole school again, with children and parents able to mix freely, and we are looking forward to going back to Church this Friday morning. We have all got to readapt or get used to new routines; many of our younger children have not yet experienced a 'normal' way of school life! Although many restrictions have been lifted, please be considerate of those people who may still be worried.

I look forward to seeing you all on Thursday.

Kind regards



Mrs A Chitty
Head Teacher