



Upper Beeding Primary School

School Road, Upper Beeding, BN44 3HY

Tel: 01903 812288

Email: office@upperbeeding.w-sussex.sch.uk

Website: <https://upper-beeding.eschools.co.uk/web>

Head Teacher: Mrs R Linford

Friday 3rd September 2021

Dear Parent/Carer

I hope you have all had a safe and restful summer. We are looking forward to seeing all the children again on Monday 6th September and just wanted to ensure you are aware of the systems and protocols in place so all our children are happy, safe and can enjoy their time in school.

When and who will be able to attend school?

Everyone (except our new Reception children) is expected back in school on Monday 6th September. As per the Government guidance, all children should now be attending school. Please see leaflet attached from the Government for parents.

What time will school start and finish?

- **All children** should arrive between **8:45am and 8:55am**; registration closes at 9:00 and if they arrive after this time, they will be marked as late.
- Reception children and KS1 will finish at **3:10pm**
- KS2 children will finish at **3:15pm**

Where is my child dropped off in the morning and picked up in the afternoon?

Year Group	Drop off time	Pick up time	Drop off for pupils and parents
Y5/6	8:45 – 8:55am	3:15pm	Year 6 side gate in Church Lane by the Old Building All classes: Morocco, USA, Iceland and Italy enter and exit school from this gate
Y3/4	8:45 – 8:55am	3:15pm	Main School Front Gates Side gate by Kenya Class: Mexico Side gate by Reception Class: France and India
Y1/2	8:45 – 8:55am	3:10pm	Main School Front Gates Side gate by Kenya Class: Australia, Greece, Kenya
EYFS	8:45 – 8:55am	3:10pm	Main School Front Gates Side gate by Reception Class: China Blue and China Red

We are continuing with the same drop off system we had last year as it worked really well, enabling the children to settle into class really quickly. Mr Hughes, Mrs Quigley and myself will be at the gates at the main school and a member of Y5/6 will be at the Church Lane gate.

Pick up arrangements

At the end of the day the school gates will be open for KS1 and KS2 parents to meet their children on the playground or by the back exit door of the classroom.

- **Y1/2 and Y3/4 children will all exit out of their classroom exit doors and leave via the side gate by Kenya class.**



- We are encouraging **Year 5/6** children to walk to and from school by themselves to reduce the number of people around the school premises and they will all exit via the Church Lane gate.
- **Reception** staff will bring the children to the Reception gate and hand over to waiting parents.
- **All parents and children will need to have left school grounds by 3:30 so we can lock the side gates and we would respectfully ask that you do not let younger siblings run around the adventure trail or use any school equipment.**

The school car-park will still be out of use to all parents at both drop off and pick up times unless there are significant exceptional circumstances agreed with the school in advance.

How do I get a message to or speak to my child's class teacher?

Please email or call the school office. Alternatively email the class teachers directly, their emails are all on the school website in the Staff List section. There will also be an opportunity at the end of the day for a quick chat or to pass on a message outside of the classroom.

Messages regarding changes to pick up arrangements that day should be emailed or phoned to the school office **before 12 noon**. After 12 contact should be by telephone only as it cannot be guaranteed that emails will be read and messages distributed before the end of the afternoon session.

What should my child bring to school?

Children in KS1 and Reception **will NOT need** to bring their own resources for learning – we will provide these for them.

Children in KS2 **will need** to bring their own resources for learning (please contact us if any item is an issue and we of course will help.)

- Their own **standard size pencil case/sandwich bag** containing a sharpened pencil, pencil sharpener, pen (KS2), colouring pencils, ruler and glue stick. (Please do not send Smiggle, oversized or furry pencil cases or felt tips into school).
- **Named water bottle**. These are available from the school office if required priced £1 each. Spare lids are also available priced 50p each.
- **Named sun hat, sun cream and hand cream** (if needed). *Sun cream should be applied before they arrive at school but it may need topping up during the day. We would be grateful if parents could help younger children to practise applying sun cream as we will unfortunately be unable to help them with this.*
- **Named Lunchbox** if having packed lunch.
- **Healthy fruit snack** for break time.
- **Named PE kits**, including trainers/plimsolls.

If children in Year 5/6 have to bring a mobile phone to school with them, it will be their responsibility to hand to class teachers at the beginning of each day and collect again at the end of the day. All mobile phones must be turned off and they will be locked away for the day. If children do not follow this expectation, we will ask them not to bring their phones to school.

What type of school shoes should my child wear?

These should be either **all black or all navy** and preferably shoes not trainers; children can bring trainers in to change into for lunchtime play. Children will also need trainers / plimsolls for PE and outdoor games – they should not be using their school shoes.

Will my child need to self-isolate if in contact with a positive Covid-19 case?

From Monday 16 August children under the age of 18 years old are no longer required to self-isolate if a close contact of a positive Covid-19 case, but they are advised to get a PCR test. They will only need to self-isolate if they have Covid-19 symptoms or a positive Covid-19 test result. Any children showing symptoms of Covid-19 should not attend school and get a PCR test. If your child will be isolating at the start of term, please inform the school office. For further guidance on [stay at home](#) and self-isolation guidance please click on link. West Sussex also has further information and guidance for parents: www.westsussex.gov.uk/backtoschool this explains the measures in place in schools and how outbreaks will be managed as well as advice and guidance on mental health and wellbeing for young people.



More information will be coming out next week including dates for your diary. Please do not hesitate to contact us if you have any questions.

Best wishes

Becky Linford
Head Teacher

Academic Year 2021 to 2022

Term	Dates
Autumn Term 2021	Starts: Thursday 2 nd September Half Term: Monday 25 th October to Friday 29 th October Ends: Friday 17 th December Bank Holidays: None INSET Days: Thursday 2 nd September, Friday 3 rd September
Christmas Break	Monday 20 th December to Monday 3 rd January
Spring Term 2022	Starts: Tuesday 4 th January Half Term: Monday 21 st February to Friday 25 th February Ends: Friday 8 th April INSET Days: None
Easter Break	Monday 11 th April to Friday 22 nd April
Summer Term 2022	Starts: Monday 25 th April Half Term: Monday 30 th May Wednesday 1 st June Ends: Thursday 21 st July Bank Holidays: Monday 2 nd May, Thursday 2 nd June, and Friday 3 rd June INSET Days: Monday 6 th June, Friday 8 th July, Thursday 21 st July

