



Head of School: Ms Laura Benardout

Telephone: 020 8393 4839 | Email: info@meadow.surrey.sch.uk
Sparrow Farm Road, Stoneleigh, Surrey, KT17 2LW
www.meadowprimary.co.uk



Monday 1st March 2020

Dear Parents and Carers,

RETURN TO SCHOOL

We are delighted that the government has announced that schools will re-open to all pupils on Monday 8 March. We are very much looking forward to welcoming back all our pupils for face-to-face education.

Our new and updated Risk Assessment is available on our website.

Attendance

From 8 March, school attendance will be mandatory and our usual rules on attendance will apply.

As a reminder, your child should self-isolate and not come to school if they:

- Have coronavirus symptoms or have tested positive
- Live with someone who has symptoms or have tested positive
- Are a close contact of someone who has tested positive

In line with the latest government guidance, pupils who are clinically extremely vulnerable should not attend school. If your child is in this group, they should continue to learn from home until further notice.

For pupils who are self-isolating, please contact the school office and learning packs will be sent out.

Safety Measures

Please rest assured that we are doing everything we can to make sure our pupils can return to school safely. We will be taking the following protective measures to keep everyone safe:

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- Face coverings are used in recommended circumstances.
- Everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Contact across the site is minimised and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

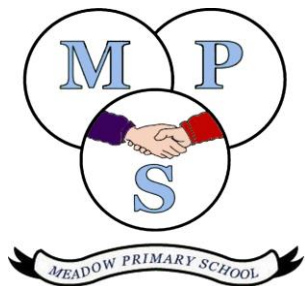
Response to any infection:

- Promote and engage with the NHS Test and Trace process
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.



Company Registration No: 07768726
VAT Registration No: 200109287





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This week, the DfE has announced that:
[All households with children of school aged to get rapid COVID-19 tests per person per week](#)
 ‘Whole families and households with primary school, secondary school and college age children, including childcare and support bubbles, will be able to test themselves twice every week from home as schools return from 8 March. Tests can easily be ordered and collected from local sites or administered through workplace testing programmes.’

The **school is not able** to supply these tests but as soon as we have the information as to where they can be collected from, we will pass this on to you.

Pick up and drop off

There one-way system will continue to be in place for morning drop off and afternoon pick up to accommodate social distancing guidelines. Please pay careful attention to which gate you should enter the site and which gate to leave by. Please note that we continue to ask that only one adult should enter the site to collect and no Y6 adults should enter the site. We ask all adults to adhere to and model social distancing guidelines in order to keep our whole community safe. All adults are required to wear face masks whilst on the school site.

The start of the day drop off will continue with doors opening at 8.30am for all children to arrive by 8.55am. We have adjusted pick up times to the end of the day so that we can ensure social distancing guidelines are maintained. These are:

Staggered pick-up times

Year Group	Pick-up time
Reception	3.00pm
Year 1	3.05pm
Year 2	3.10pm
Year 3	3.15pm
Year 4	3.00pm
Year 5	3.10pm
Year 6	3.15pm

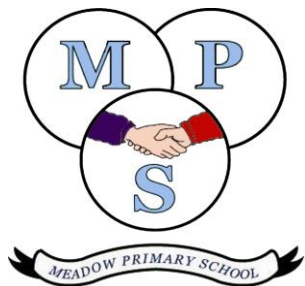
We ask you to please come as close to your allocated pick-up time as possible

Class	Entrance	Exit
Reception	Enter the site along the path from the ‘Early Years’ entrance gate on Waverley Road. Purple gate. Enter directly into their classrooms via the doors to the rear of the building.	Please exit the site via the Y3/4 playground and through the single gate by Sparrows. Orange gate.
Duckling Class		
Hedgehog Class Rabbit Class		



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Year 1 Bumblebee Class Butterfly Class Ladybird Class Year 2 Owl Class	Enter the site along the path from the 'Early Years' entrance gate on Waverley Road. Purple gate. Enter directly into their classrooms via the doors to the rear of the building.	Please exit the site via the Y3/4 playground and through the single gate by Sparrows. Orange gate.
Year 2 Parrot Class	Enter the site using the Year 3/4 vehicle gate on Sparrow Farm Road. Blue gate. Please drop off and collect via the blue arch door by the steps.	Please exit via the pedestrian gate on the Y3/4 playground. Orange gate.
Year 2 Penguin Class	Enter the site using the Key Stage 1 playground gates on Sparrow Farm Road. Yellow gate. Enter building via the corridor door immediately next to the classroom.	Please exit via Green gate in Y1/2 playground.
Year 3 Shark Class Starfish Class Dolphin Class	Enter the site using the Year 3/4 vehicle gate on Sparrow Farm Road. Blue gate. Enter building via the entrance the Year 3/ 4 entrance.	Please exit via Green gate in Y1/2 Playground.
Year 4 Grizzly Bear Class Panda Class	Enter the site using the Year 3/4 vehicle gate on Sparrow Farm Road. Blue gate. Enter building via the entrance the Year 3/ 4 entrance.	Please exit via Green gate in Y1/2 playground.
Year 4 Polar Bear	Enter the site using the Key Stage 1 playground gates on Sparrow Farm Road. Yellow gate. Enter building via the staircase at the rear of the small hall.	Please exit via Green gate in Y1/2 playground.
Year 5	Enter building through the linkway doors. These are accessed via the large double entrance gate adjacent to the main school hall on Sparrow Farm Road. Red gate.	Please exit via Red gate.
Year 6	Enter the site via the large double entrance gate adjacent to the main school hall on Sparrow Farm Road. Red gate. Enter building via the path to the left of the school hall.	Please exit via Red gate.

Adults on site

- Please limit to one adult per family to drop off and pick up children
- All adults to wear face coverings when entering the school site
- Please maintain 2 metre social distancing when dropping off and collecting your child/ren
- Please do not congregate on pavements and at exit/entry points
- Please remember to use the one-way system



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- If you need to communicate with a member of staff, please do so via phone or email as opposed to speaking on the playground
- Please avoid all non-essential visits to the school office – please telephone or email

Children

- Full school uniform and school shoes
- Additional layers if needed
- Book bag or MPS rucksack
- Lunch bag and water bottle
- Tissues and hand sanitiser (optional)
- Pencil case to be kept in school Monday – Friday
- PE clothes and trainers/plimsolls on dedicated PE days
- Children will be in Year Group bubbles as they have been since September

After School Club

I have spoken with ASC and they are happy to work with us on the changes to pick up times. They are continuing to run breakfast and afterschool care throughout this period.

Clubs and lettings

A letter explaining the re-opening of clubs will be sent out later this week.

Lockdown has been a challenging period for all of us, and we would like to thank you for your continuing support during this difficult and uncertain time. If you or your child have any concerns about returning to school, or if you think your child might need extra support when they return, please get in touch with your child's class teacher. We will be focusing a lot of attention on settling the children back into school routines next week as well as giving them plenty of opportunities to socialise and re integrate with their peers.

We would also like to thank you for all your support in helping your child learn from home. We will continue to keep in touch if we update our plans or if we need to make changes due to new government guidance.

Please do not hesitate to contact me should you have any questions or concerns, and we look forward to seeing you all on Monday 8th March at 8.30am.

Kind regards

Laura Benardout
Head of School



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