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Principal: Mrs J Forsythe BSc (Hons) NPQH



Friday 28th August 2020

Dear Parents/Carers,

Plans for Return to School in September

In July we sent out a detailed letter to you regarding the arrangements for all year groups returning to school in September. It is essential that all parents/carers have read this letter carefully so they know the arrangements for their child/children. You can find this letter on the Academy website [here](#).

This letter should be read in addition to the July one as it contains some further, important information.

Google Classroom and Contact Books

As mentioned in the July letter, teachers will not be available to talk to parents at the beginning or end of the day due to the strict timings for drop off and pick up we need to adhere to. Therefore any communication should be done, in the first instance, via your child's Google classroom (years 1-5) or via Tapestry (nursery and Year R).

Google Classroom (years 1-5)

Rather than using Reading Record's to contact your child's teacher, we will now be using individual contact books on the Google Classroom. These contact books will be in the form of a Google Doc, and your child will be allocated a personalised Google Doc named '(Child's name) Contact Book'.

If you would like to leave a message for the teacher, this needs to be completed on the Google doc contact book. The contact book will be formatted as a table, where you will be able to write the date and comment for the teacher. You will then need to 'hand it in' like an assignment.

When the contact book is handed in, teachers will then be able to review any comments from parents/carers and reply. We kindly ask that comments in the contact book are to be submitted before 9am from parents/carers, to allow teachers to respond before the end of the school day. Teachers will leave a reply on the same Google Doc contact book in the next column - 'Teacher Comment Box' and will then return the assignment back. When teachers return the assignment, you will be able to read the teachers comments by clicking on the contact book.

The next time you wish to leave the teacher another comment, you will be using the same Google Doc Contact Book. Simply put the date, write your comment and 'hand it in' again. Teachers are able to easily see handed in assignments and then respond before the end of the school day.

Where further discussion with a teacher is required, a telephone call can be requested by contacting the school office or the Family Liaison Officer (Mrs Williams).

Parent Google Classroom Workshops

We are aware that some parents may find accessing the Google Classroom tricky. For this reason, we will be offering virtual or in person parent workshops early in Term 1, for those parents who would like a step by step guide through the Google Classroom and how to access messages and online learning. If you would like to be included in this workshop, please click on this [link](#) to register your interest.

Home Learning

To continue the success of our online learning, we will be utilising Google Classroom and Tapestry to set Home Learning. This will be called Blended Learning and you will receive further information from the IT Lead early in Term 1, once the children have returned to school. We will also set reading tasks on myON rather than sending home reading books.

School office

Just a reminder that communication with the office will now be via email at office@cherryorchardprimary.org.uk or, if it is urgent, telephoning the office after 9:30am on 01322 242011. There are to be no pop-ins to the office and all communications are to be done via phone or email, this is to prevent people congregating in the small reception area.

Lateness at the beginning and end of the school day

Where a parent is late in the morning and misses their child's allocated drop off time, they will have to wait with their child in the car park area, outside of the playground area, until all other year groups have gone in. Once all year groups have been dropped off, the adult manning the entrance gate will walk any late children into the playground (at a social distance from each other) where they will be escorted to their classroom by a member of staff. This will obviously mean that they will be late for their first lesson and lose precious learning time. Therefore, we can't emphasise enough how important it is that parents do all they can to ensure children are dropped off at the beginning of the day and picked up at the end of the day, at their allocated time.

Uniform

The Department for Education has now updated their guidance on pupils' uniforms. All children are expected to return to full academy uniform from September. Details of uniform expectations can be found on our website [here](#). Please ensure your child is able to do up their shoes and fasten their coat independently where possible as we need to minimise the amount of physical contact between adults and children.

Packed Lunches

As a reminder to parents, if your child is bringing in a packed lunch from home, we have a zero tolerance to any ingredient containing nuts such as Nutella or peanut butter or any other product containing nuts. This is because we have children who have severe nut allergies, where any contact - however minimal - could be dangerous. Any uneaten food or packaging from packed lunches should be returned to lunch boxes and taken home, so parents are aware of what has been eaten.

School Lunch

If your child is having a school lunch, this must be paid for in advance. Please post any money/cheques into the Olive Dining post box, in a named envelope on either the Nursery/Reception side or outside the Kitchen at the main entrance, stating your child's full

name and class. The cost of a meal is now £2.40 or £12 per week; if this is not paid in advance, Olive Dining will be unable to provide a lunch for your child.

The first day back will be 'Jacket Potato Thursday' as will every consecutive Thursday in Term 1. Your child will have a choice of fillings from cheese, beans or tuna and a chef's salad.

Fruit Snacks

We have not yet had confirmation of when deliveries of fruit snacks for Key Stage 1 children will resume, but this is not likely to be until w/b 7 September. Please make sure that your child has a snack in a sealed, named container for the first week back, if they require one until delivery is confirmed. A reminder that children in Key Stage 2 are not entitled to fruit, so if you wish your child to have a snack, this should be fruit and again be in a sealed, named container. As lunchtimes are staggered, please bear in mind a fruit snack might be advisable for KS2, as they may not be used to a longer wait for lunch.

Attendance

From September, attendance once again becomes compulsory and we will be reinstating our usual absence protocols. If your child is unwell please call the absence line on 01322 242011 to let us know they will not be in and what is wrong. If we do not hear from you, Mrs Williams will call to find out where your child is. Unauthorised absences will once again be subject to fines. No holidays will be authorised during term time unless there are exceptional circumstances, but after such a long period of time off school we would hope that no one will be planning to remove their child from school.

Wellbeing

The children's well being on their return to school will, of course, be our priority. In order to support this we have planned a theme for term 1 which focuses on the creative aspects of the curriculum and there will also be an emphasis on PSHE sessions, so we can address any concerns or worries on a regular basis.

In term 1, each morning children will be asked to do early morning work (as they usually do) but they will have a choice about what this is and there will always be a creative activity available. In this way we hope to ensure that the start of each day remains calm and stress-free as children re-adjust to the school routine once more.

If you believe your child has been particularly affected by COVID-19, e.g. the illness has impacted on their close family or friends, please let us know via the school office or Mrs Williams so we can ensure relevant staff are aware.

We are really looking forward to welcoming all the children back in the coming weeks and I would like to thank parents in advance for their support in following the new processes we have had to put in place in order to re-open safely and comply with the Government guidance.

Kind regards,



Mrs J Forsythe
Principal