

Address Gatton Park, Reigate, Surrey RH2 0TD

Headmaster Mark Dixon

Telephone 01737 649000

Fax 01737 649002

Website www.raa-school.co.uk

ROYAL ALEXANDRA & ALBERT SCHOOL



3rd March 2021

Dear Parent,

Junior School letter to parents of Flexi-Borders

We are looking forward to welcoming the children back into school on Monday, 8th of March. I would like to take this opportunity to give you a few more details to help you and your child prepare for the reopening of RAAS Juniors for all pupils.

Arrival at School

We have made the decision to ask for all flexi-boarders to use the flagpole as the drop off and collection point up until the end of term. This is located outside the dining room. We would ask you to adhere to the following procedures to help us maintain a smooth and safe transition.

Drop Off:

- Please stay in your car while you are on the school site. The junior school children can be dropped off and can walk up the pathway and into the junior school via the playground gate.
- **Early Morning Care:** If you have booked your child into Early Morning Care from 7.30am, we ask all children to enter via the junior school playground gate and line up outside the Junior Library door. They will be welcomed by a member of staff and taken into the supervised hub area.
- If you are dropping your child to school for breakfast, they will need to enter the dining hall between 7.55-8.00am. Access to the dining hall will not be possible after this time.
- For any children being dropped off between 8.00-8.15am, we kindly ask you to remind your child to go straight to the Junior Library to sign in with our Early Morning Care supervisor.
- From 8.15am the classrooms will be open so the children can come in to school and quietly read until registration.
- *Please Note: To ensure the safety of your child and others – we do not want children to be playing unsupervised in the playground before our 8.25am registration. Thank you.*
- Please make best endeavours to ensure pupils are onsite by 8.25am, so registration can happen promptly. If you are running late, pupils must go straight to their form room and not go to reception to sign in.

Pick Up:

- At **3.35pm** any pupils who are being collected (not staying on for a club or extended day) can be collected from the flagpole carpark. We kindly remind you to remain in your car and your child will be sent to you once staff have made visual contact with you.

- If your child is being collected at the end of an Extended Day session: eg, after an activity at **5.00pm**, after dinner at **5.30pm** or at **7.00pm**; they should be collected by the flagpole.
- If you need to collect outside of the above times, please remain in your car and use one of the two phone numbers below.

Year 5 & 6 01737 649525

Year 3 & 4 01737 649024

What should my child to bring to school on Monday 8th March?

All children should wear school uniform, unless it is one of their PE days and they may then come to school in PE kit. They will need their own rucksack or school bag, which will be kept in the class cloakroom areas.

The school will be providing a stationary pack for every student in Year 3-6. These packs will be given out on Monday morning and will include everything that they need for lesson. (eg. pencils, pens, rubbers, rulers, sharpeners, colouring pencils, etc). These stationary packs will remain at school and be used throughout the week. If your child has their own pencil case or stationary; we would encourage them to keep this at home, or in the boarding house if your child is a boarder. They should not bring any personal items into school. I thank you in advance for your understanding and support.

Absence from School

If a pupil is unable to be at school, please let the school's attendance officer know by telephoning 01737 649106 or emailing AttendanceOFFICER@gatton-park.org.uk

Please do let the attendance officer know as a matter of urgency if your child seems to be unwell with any symptoms which are on the list of symptoms for Covid. We would also ask that you keep them away from school, get them tested and update us on the situation as soon as possible. Please follow the government guidelines at all times.

Swimming Lessons

Unfortunately, the RAA Swimming Pool is still not going to be in use for this term. The P.E Department and Mr Mitsis (Head of Junior PE) will continue to provide an alternate P.E provision for timetabled swimming lessons. The children will be working with Mrs Hinton, our Head of Swimming and other staff to do physical activities during their weekly swimming lesson. Please send your child into school wearing PE kit on days where they have their timetabled swimming lesson.

Extended Day

Extended day is offered to all juniors and will run Monday-Friday from 3.35pm until 7.00pm and Saturday from 11.10-12.00pm. We will be operating two Extended Day hubs within the junior school; one for Year 3 & 4 pupils and a second location for Year 5 & 6 pupils. Each hub has a telephone line which you can call when you arrive at school.

Year 3 & 4 EDP Hub - Junior Library 01737 649024

Year 5 & 6 EDP Hub - J6 Classroom 01737 649525

If you are collecting your child anytime after 5.30pm, please use the Junior Library telephone number 01737 649024

If you have any questions about this provision or need any support or guidance with activities, clubs or prep sessions, please contact, CoCurriculum@gatton-park.org.uk

Communication

Communication remains a vital element in helping the school and families work together to provide the best possible education for your children. If you have any questions or concerns then please contact the Junior School Office or your child's class teacher.

Many thanks for your continued support, and we very much look forward to seeing the pupils back in school on Monday 8th March.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Shaun Greenwood', written in a cursive style.

Shaun Greenwood
Head of Junior School