

**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



1<sup>st</sup> September 2020

Dear Parent,

## **Junior School letter to parents of Flexi-Boarders**

We are looking forward to welcoming the children back into school on Thursday, 3<sup>rd</sup> of September. You will have received communication from the Headmaster last week however I wanted to take this opportunity to give you a few more details to help you and your child prepare for the new school year.

### **Arrival at School**

We have different drop-off points around the school depending upon the key stage of the pupils; however, for KS2 (Year 3, 4, 5 & 6) your drop off and collection point will be at the **Flagpole car park**. 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 will be greeted by a member of staff (at the drop off point) from 8.20am, they will direct the children up the pathway and into the junior school via the playground gate.
- Please make best endeavours to ensure pupils are onsite by 8.25am at the designated drop-off point, 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.
- 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 doors immediately on their right. They will be welcomed by a member of staff and taken into the supervised hub area.

### **Pick Up:**

- At **3.35pm** any pupils who are being collected (not staying on for a club or extended day) will be escorted to the flagpole for collection. We kindly remind you to remain in your car and your child will be brought 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 prep at **7.00pm**; they will be escorted to the flagpole for collection.
- If you need to collect outside of the above times, **please remain in your car and phone 01737 649027** and your child will meet you at the pick-up point.

## **The First Day of School**

We are mindful that many of our younger pupils will have a mixture of emotions as they arrive at school on Thursday. To safeguard all members of the school community we are unable to invite parents into the playground to say their goodbyes and wish the children well on their first day. Please rest assured this is at the forefront of the junior school staff and learning coaches' minds. We are really looking forward to welcoming the children as they are dropped off and will ensure they are safely escorted to their classrooms.

### **What should my child to bring to school on the first day of term?**

All children will need their own rucksack or school bag which will be kept in their class area. The school will be providing a stationary pack for every student in Year 3-6. These packs will be given out on Thursday 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 you 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 or emailing [AttendanceOFFICER@gatton-park.org.uk](mailto: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.

### **The School Day**

During the school day, Year 3-6 pupils will follow a set class timetable and be taught in their form room for the majority of the week. We are delighted that with stringent planning and safety measures in place; our junior children will still receive specialist teaching in specialist classrooms during the week. This will include the following lessons: Design & Technology, Food Technology, ICT, MFL (Modern Foreign Languages), Physical Education, Science and Music. To ensure we do this as safely as possible, we have put in place a number of proportionate protective measures for pupils and staff. These were outlined in the Headmaster's letter which was sent out on Friday 28<sup>th</sup> August. Copies of the school Risk Assessment and FAQ document can be found on the COVID page of our website.

The children will be coming home during the first week with a copy of their timetable and prep schedule. This year, each class will be working on a two-week timetable. (Week A and Week B) We will be starting on Thursday 3<sup>rd</sup> on Week A and the week beginning Monday 7<sup>th</sup> September will be Week B. All children will also be given a reading diary, which we ask parents to sign each day. The diary acts as an excellent way of communicating with your child's class teacher on a daily basis.

If you need to contact the Junior School for any reason, then please contact Mrs Balkham in the Junior Office. [juniorschool@gatton-park.org.uk](mailto:juniorschool@gatton-park.org.uk)

### **Swimming Lessons**

Unfortunately, due to unforeseen circumstances the RAA Swimming Pool is not going to be in use for the start of the year. The P.E Department and Mr Mitsis (Head of Junior PE) have worked hard to plan 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. 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](mailto:CoCurriculum@gatton-park.org.uk)

### **Communication**

Communication is key 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. A list of email address for the teaching staff can be found on the school website. If you have a question or need to speak with your child's teacher, then please contact them by email and a Microsoft Teams meeting can be arranged at a mutually convenient time.

You will receive further information and an invitation in the coming days of how we will be running this year's Parent Social. This virtual meeting on Teams will provide you with an opportunity to meet the class teacher. We look forward to sharing more specific information about your child's class, curriculum, routines and a wide range of general matters which will help you understand the year ahead. There will be an opportunity for some Q & A time.

Many thanks for your support, and we very much look forward to seeing the pupils back in school on Thursday.

Yours sincerely,



Shaun Greenwood  
Head of Junior School