



Thursday 3rd September

Dear parents and carers,

New procedures (Covid-19)

All pupils are expected to return to school on Monday 7th September.

I have listed the **pick-up and drop-off points**, and a reminder of the times, for each year group, at the end of this letter. If you are bringing siblings to school, please drop off and pick up all siblings, at the earliest time. Each drop-off and pick-up point will be clearly marked. Staff will be available to direct you.

A **one way system** is in place. Please use the pedestrian gate as normal to enter the school, and follow the markings around the school grounds. You will need to exit via the pitch gate.

Children should wear **uniform** as normal. Please follow the uniform guidelines on the [school website](#). The Uniform page also has a link to our shop. You can collect uniform from the school office between 10am and 12 noon for the rest of this week. We advise that uniforms are washed regularly to reduce cross-contamination between home and school.

Children should bring **essential items only** into school (e.g. medication, packed lunch). This should include their own labelled water bottle.

If your child or someone in your household is **displaying symptoms** of Covid-19*, or has been told to isolate via Track & Trace, you must keep them at home for 14 days. It is essential that you inform the school of this as early as possible.

If your child begins to display symptoms at school, you will be contacted immediately and expected to collect them as quickly as possible. If a child or adult displays symptoms at school, their class or year group bubble may be closed, awaiting test results. If they test positive, all pupils and staff in that bubble will be asked to self-isolate for 14 days, as per government guidance.

Children will have their temperature checked every day upon arrival. If they have a high temperature, you will be asked to take them home.

***Symptoms:** High temperature, new or continuous cough, loss of or change to sense of smell & taste.

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Tel: (020) 7274 9304

hillmead.org
@HillMeadPrimary

Visitors - including parents and carers - are **not allowed in school** without an appointment. Please email parents@hillmead.org if you wish to meet with a member of staff. You should also email if you need to collect your child outside of the normal time, in an emergency.

The parent mailbox will be checked constantly throughout the school day. Urgent queries will be responded to straight away. All other queries will be dealt with within 48 hours. Please email the school by 9am each day to **report your child absent**, or if they are running late.

If you still need to collect uniform next week, please send an email with a screenshot of your receipt, and the items will be given to your child at home time.

Finally, a reminder that **school lunches** are free of charge to all children in Reception, Year1 and Year 2. If your child is not in one of these year groups, and you're not sure whether you currently qualify for free school meals, please email the office with your National Insurance number, and we can check.

Otherwise, don't forget to ensure you have credit in your ParentPay account. If your child was in Year 2 last year, we can help you set up a new account, on request. I'm pleased to report that we have reduced the cost per meal to £2.

If your child brings a packed lunch to school, please ensure it does not include any nuts, as some of the children have serious allergies.

Thank you for your cooperation

Richard West
Head teacher

Drop-off and pick-up points

Year group	Location	Drop off	Pick-up
Nursery & Reception		8:30 - 8:40	2:30 - 2:40
Red & Blue classes	Door 1		
Green & Yellow classes	Door 6		
Year 1 and 2		8:40 - 8:50	2:40 - 2:50
Red class	Door 2		
Blue & Yellow classes	Door 4		
Year 3	Zone 5	8:50 - 9:00	2:50 - 3:00
Year 4	Zone 3	9:00 - 9:10	3:00 - 3:10
Year 5	Zone 3	9:20 - 9:30	3:20 - 3:30
Year 6	Zone 5	9:20 - 9:30	3:20 - 3:30