



Timings for the School Day



Timings for the School Day

Effective from Thursday 2nd September 2021 until further notice



Morning Timings

Drop off windows (15 minute windows)	School starts	Morning Playtimes (15 minute sessions)	Lunchtimes 20 minutes for eating 40 minutes play time
8:30 - 8:45am Nursery (Morning)	8:30 Nursery (Morning) Nursery starts at 8:30am (there is a 15 minute window after this to drop your child)	10:30 am - 10:45am Year 1 and Year 2	11:45 Reception
8:45 - 9am All year groups (Reception through to Year 6)	9am All year groups (Reception through to Year 6) Lessons start at 9am sharp.	10:50am - 11:05 Year 3 and Year 4 11:10 - 11:25 Year 5 and Year 6	12:00pm - 1pm Year 1, Year 2 and Year 3 1:pm - 2pm Year 4, Year 5 and Year 6

Afternoon Timings

Drop off window	Start of afternoon session	Afternoon Playtimes (15 minute sessions)	End of school day
12:30 - 12:45pm Nursery (Afternoon)	12:30 Nursery (Afternoon) Nursery starts at 12:30pm (there is a 15 minute window after this to drop your child) 12:45pm Reception 1pm Year 1, 2 and 3 2pm Year 4, Year 5 and Year 6	2:15 - 2:30 Year 1 and Year 2	3:30pm Nursery (Afternoon) 3:30pm All year groups (Reception through to Year 6)

Map 1: School Entrances/Exits

From September 2nd
2021 until further notice

Gate 2
entrance/exit
available to all
year groups

Gate 3
entrance/exit only
available to Nursery
families and parents
wishing to see a
member of the office
team.

Nursery
entrance/exit

Gate 4
entrance/exit
available to all
year groups

Gate 1
entrance/exit
available to all
year groups

Year 5
Drop off/
collection

Year 2
Drop off/
collection

Year 1
Drop off/
collection

Reception
Drop off/
collection

Year 6
Drop off/
collection

Year 3
Drop off/
collection

Year 4
Drop off/
collection

School office is open



NO parents to enter any of the school buildings (except the office when needed) at any time
Time spent on site should still be kept to a minimum



Dear Parents and Carers,

We have carefully planned for the children's return to school in September. We expect to have **all children** from Year 1 to Year 6 back full-time at Lowther from **Thursday 2nd September 2021** (with Nursery and Reception children joining us gradually over a 3 week period).. Please find the details of our plans for return to school in this document. We are delighted that we have planned for most things to now revert back to how school would have previously operated, alongside maintaining one or two aspects that we think have been positive changes that have been implemented during the pandemic. Hopefully this ensures a smooth and simple return to school. We can't wait to see the children. Do get in touch if you have any specific questions, either directly to your child's class teacher, or to us headteacher@lowther.richmond.sch.uk

Governors, Hannah, Alastair and I wanted to share with all families key aspects of our plans for our full September re-opening. This is outlined below.

Year group bubbles

The school will no longer have children split into distinct year group bubbles.

Children will, as before, continue to mix with the children that are in their year group for various lessons and activities. There will also be a return to the children working in phases too (Foundation Stage, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2)

Timings for the school day

The usual timings of the school day have changed again. See **Chart A** for the all new timings for the school day (these are back to how the school operated prior to the pandemic). Please ensure you arrive at school during the allocated 15 minute window. Punctuality is an important part of school life.

Entrances/Exits

The entrances/exits for access to the school are no longer specifically allocated to a year group. You may use any of the three main gates to enter the school. Gate 3 (**See map 1**) is only to be used by Nursery families and by parents wishing to see a member of the office team. Please do not use this entrance as a cut through. Thank you.

Access to the school buildings

All school buildings remain closed to all parents. Please do not come into the school buildings at any time. Thank you.
The office is now open for parents. The office is staffed from 7:45am until 5pm each day.

Face Masks

Face masks are not mandatory but we ask that you consider wearing one when on the school grounds.
Face masks should be worn if you enter the office/lobby area.

Whole School activities

We are pleased to be returning to whole school assemblies. These will take place at the following times (all in the main hall)

Monday behaviour target assembly with Mrs Hughes and Mr Ripley (9:10am until 9:40am)

Wednesday School life assembly with Mr Tuffney ((2:30pm until 3pm)

Friday Certificate Assembly with Mr Tuffney, Mrs Hughes and Mr Ripley (2:30pm until 3pm)

Lunch and play times

The children's lunch times (**Map 2 and Chart B**) and play times (**Maps 3,4,5 and 6**) will continue to be staggered. Please see the details on the maps for your child's year group. The playground will remain zoned and each year group will move around the playground so all children get access to all parts of the playground. Please see attached **Map 2** for details.

Lunch times are now supervised by members of the support staff team who work with the children in class too.

Year groups have been given a 20 minute window for eating their lunch. This will be in the main hall (see details on **Map 2 and Chart B**) This means that if there are any children that are slow eaters they can remain in the hall until they have finished their meal, without needing to rush.

Hot meals will be provided and are free for all children in Reception, Year 1 and Year 2 as per the usual universal free school meals offer.

Children can bring a packed lunch if they wish. The usual school healthy packed lunch policy applies for packed lunches and snacks.

Home Learning

We will no longer be providing Home Learning as all children will be back at school. We will however, be reviewing how we set homework and provide feedback to pupils following the successful use of Google Classroom during lockdown.

Drop off and pick up

ALL drops off and pick ups are from outside. **NO parents** are to enter the building at any time. A member of your child's year group team will meet your child outside for both pick up and drop off.

The office

The School office will be open. If you need to see a member of the office team or Headship team you're also welcome to telephone the school on 0208 748 3984 or use our emails. We will get back to you as soon as we can.

Office email info@lowther.richmond.sch.uk

Headship email headteacher@lowther.richmond.sch.uk

At least one of the Headship Team will aim to be out at the start and end of the day, wherever possible, so you are welcome to speak to any of us then too.

Accompanying charts and Tables

There are number of accompanying tables and charts with this letter. A summary of each is indicated below.

Chart A	Timings for the school day for ALL year groups	Map 3	Map of school morning playground zones – Week A
Chart B	Timings for lunch times	Map 4	Map of school morning playground zones – Week B
Map 1	Map of school entrances/exits for ALL year groups	Map 5	Map of school afternoon playground zones Week A
Map 2	Map of school Lunch time playground zones	Map 6	Map of school afternoon playground zones Week B

Attendance

Attendance is compulsory for all pupils. We will be keeping a register of all children that attend school as is our normal practice. The school's minimum expectation for all pupils is that they attend school for a minimum of 96.5% of the time (the 3.5% allows for any illness over the course of the school year)

Wider offer (inc after school clubs)

We will offer after school clubs from the 20th September 2021 and a separate letter will detail these.

We will be offering breakfast club – this will operate from 7:45am until 8:45am.

We will be offering Fit for Sport after school provision until 6:15pm. This needs to be booked in advance through Fit for Sport.

We will also looking forward to having events, class, year group and whole school, which parents can also attend.

What happens if there is a positive case?

Staff are testing themselves twice a week (this is under review by the government at the end of September)

We look forward to welcoming ALL the children back to Lowther safely and happily on the 2nd September for an exciting and positive year of learning and opportunity.

Very best wishes

Mark

Mark Tuffney
Headteacher
Lowther Primary School

Alastair

Alastair Ripley
Deputy Headteacher
Lowther Primary School

Hannah

Hannah Hughes
Deputy Headteacher
Lowther Primary School



Additional information

Break times

Lunch times

Map 2: Lunch time Zones

For Lunch time the play ground is split into 3 zones.

Class groups rotate into each space for 20 minutes each

Reception have their own play space (not in the 3 zones) from 11:45 – 12:45pm

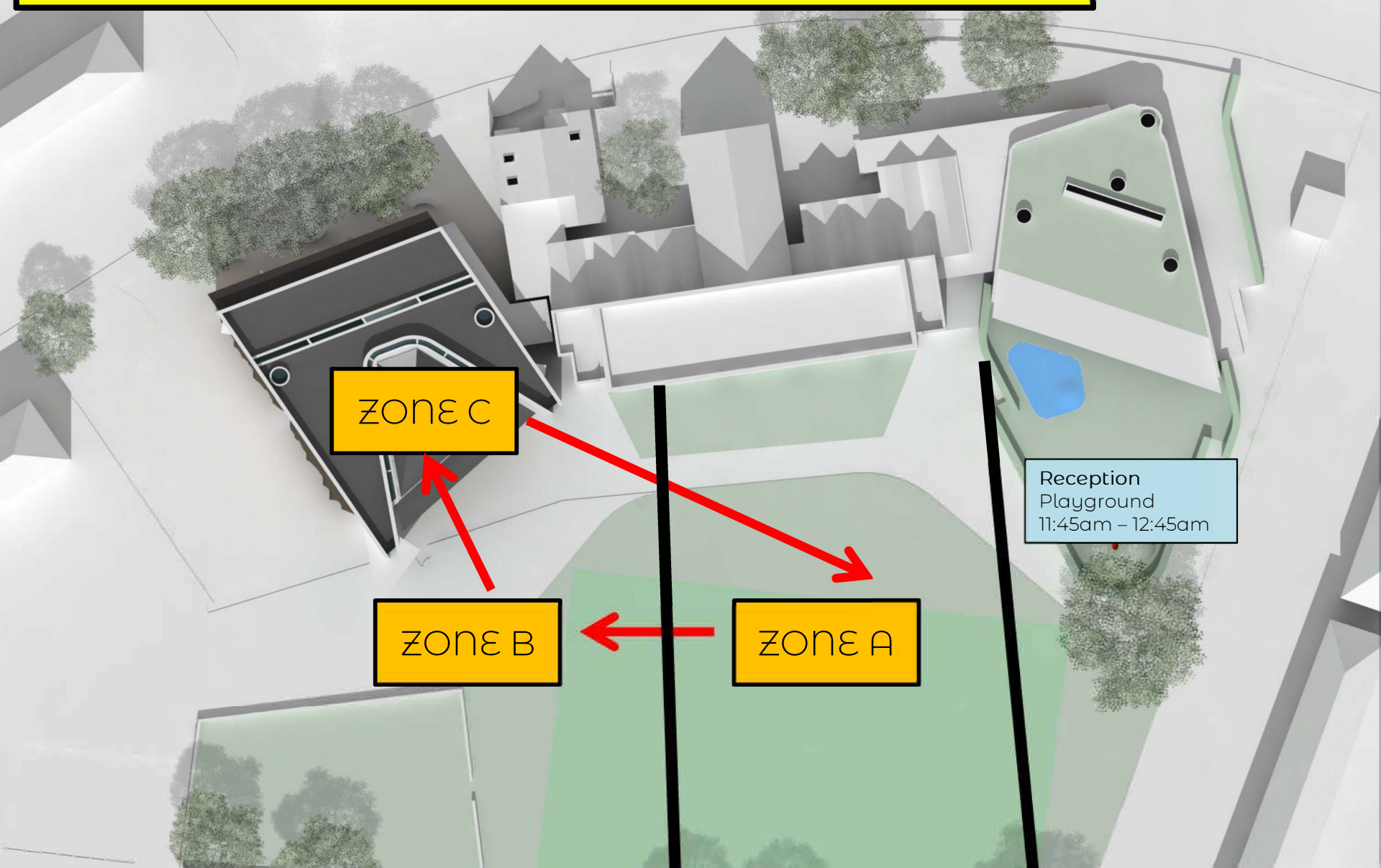


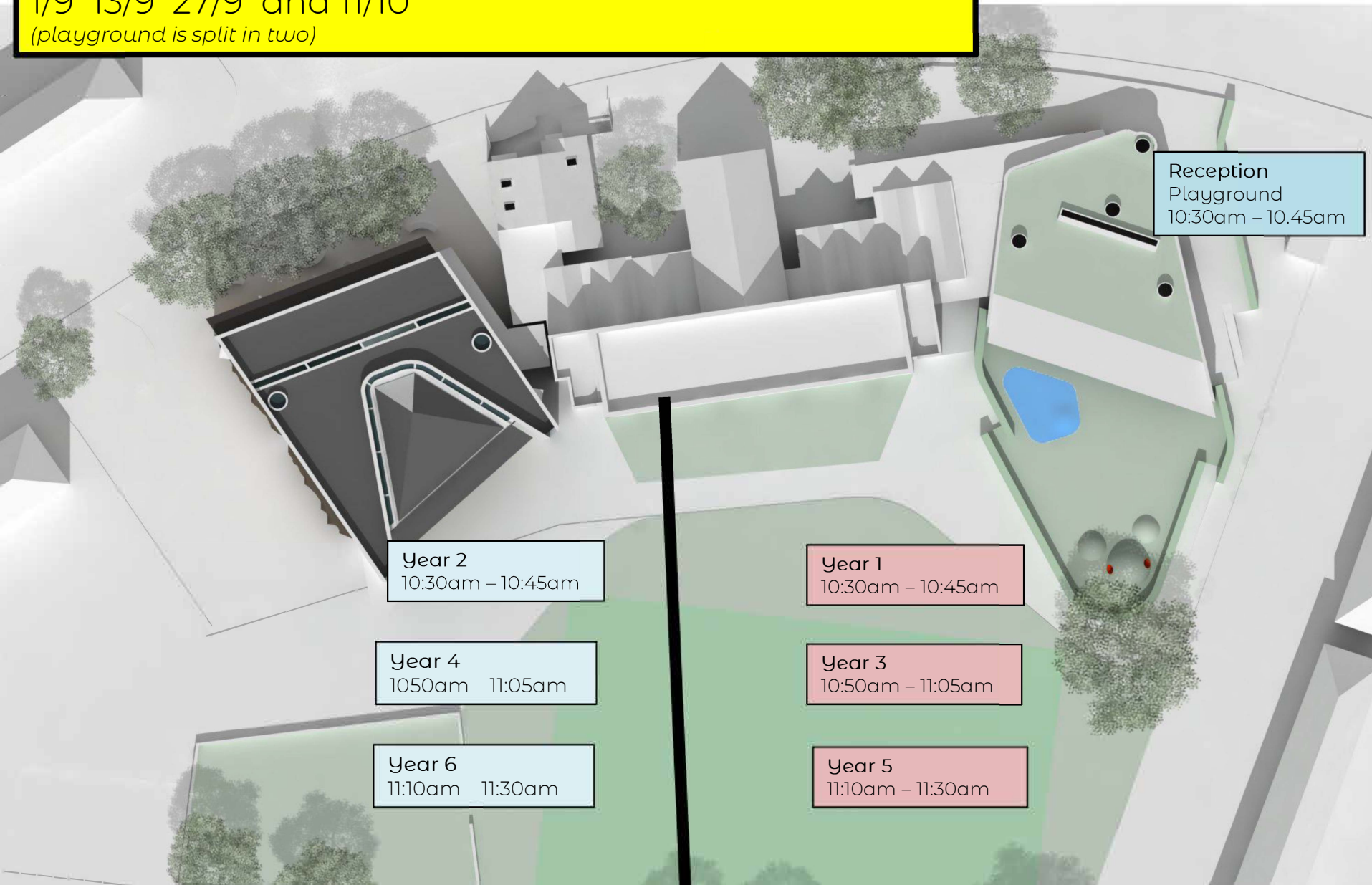
Chart B	Zone A <i>(Playground in front of Year 1)</i>	Zone B <i>(Playground in front of the main hall inc astro pitch)</i>	Zone C <i>(lunch hall)</i>
Reception Lunch time 11.45 – 12.45pm			
11:45 – 12:00			Reception <i>(from 12 – 12.45 Reception have sole use of their playground)</i>
Years 1, 2 and 3 Lunch time 12-1pm			
12:00 – 12:20	Year 3	Year 2	Year 1
12:20 – 12:40	Year 1	Year 3	Year 2
12:40 – 1:00	Year 2	Year 1	Year 3
Year 4, 5 and 6 Lunch time 1-2pm			
1:00– 1:20	Year 6	Year 5	Year 4
1:20 - 1:40	Year 4	Year 6	Year 5
1:40 - :2:00	Year 5	Year 4	Year 6
Please note our dining hall is designed to comfortably accommodate 140 pupils eating at a time. This plan will see the hall split into two distinct sections, with a maximum of 60 pupils in the space at one time. This means if children are slower eaters they can remain in the hall until they have finished their meal.			

Map 3: Morning Play time Zones

Week A

1/9 13/9 27/9 and 11/10

(playground is split in two)



Reception
Playground
10:30am – 10:45am

Year 2
10:30am – 10:45am

Year 1
10:30am – 10:45am

Year 4
10:50am – 11:05am

Year 3
10:50am – 11:05am

Year 6
11:10am – 11:30am

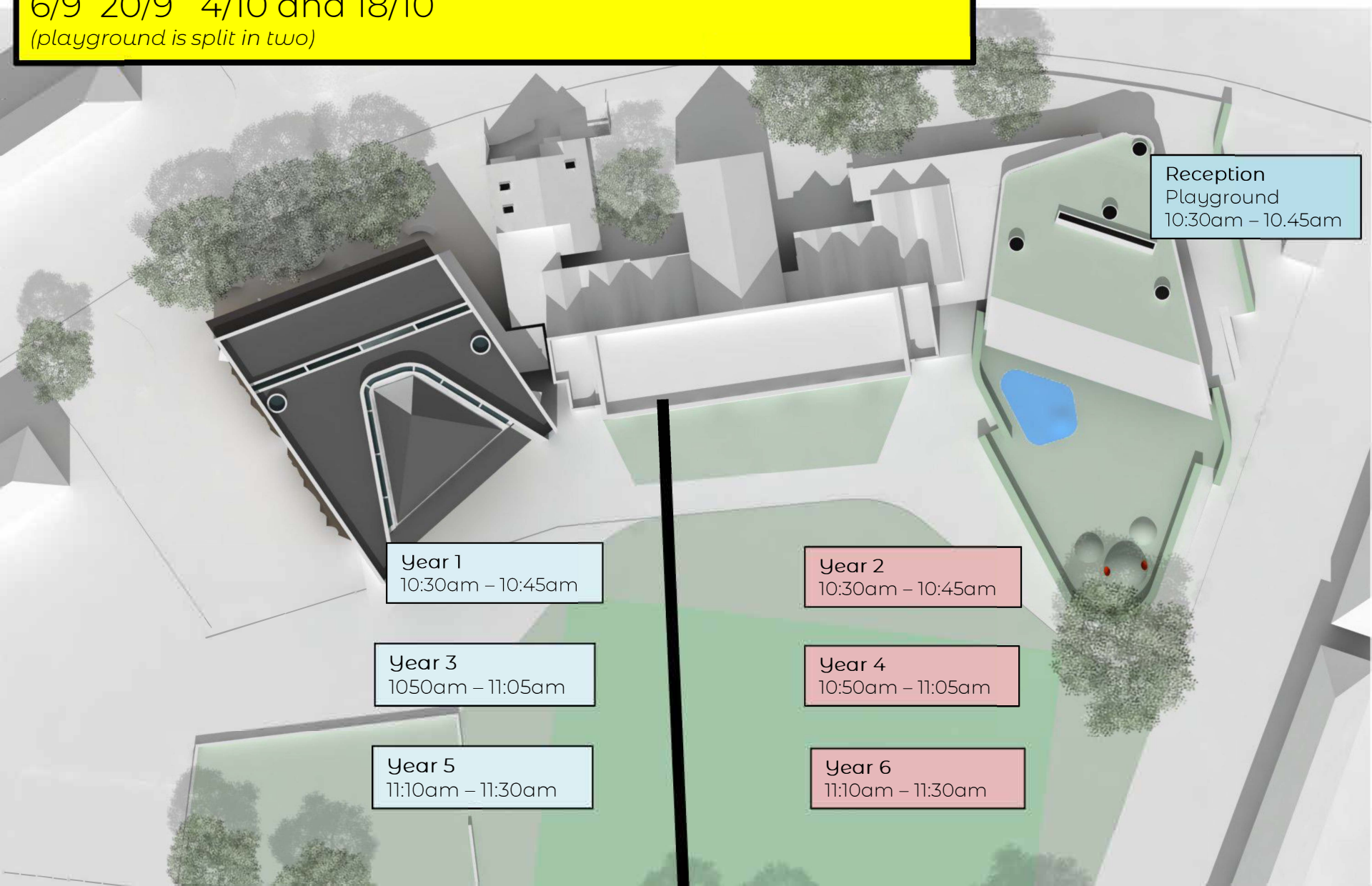
Year 5
11:10am – 11:30am

Map 4: Morning Play time Zones

Week B

6/9 20/9 4/10 and 18/10

(playground is split in two)



Reception
Playground
10:30am – 10:45am

Year 1
10:30am – 10:45am

Year 2
10:30am – 10:45am

Year 3
10:50am – 11:05am

Year 4
10:50am – 11:05am

Year 5
11:10am – 11:30am

Year 6
11:10am – 11:30am

Map 5: Afternoon Play time Zones

Week A

1/9 13/9 27/9 and 11/10

(playground is split in two)

Astro for PE use
only 2:00-3.15pm

Year 2
2:15pm – 2:30pm

Year 1
2:00pm 2:15pm

Map 6: Afternoon Play time Zones Week B

6/9 20/9 4/10 and 18/10

(playground is split in two)

Astro for PE use
only 2:00-3:15pm

Year 1
2:15pm – 2:30pm

Year 2
2:15pm – 2:30pm