

27 August 2021

Dear Parents and Carers

### Start of Term Arrangements – Michaelmas Term 2021

I hope that our Junior School families have enjoyed some well-deserved time in the sunshine this summer. With the first day of the new term fast approaching, I would like to outline key events and logistical arrangements, in order that you are able to plan ahead accordingly. As you will be aware, the staff will be in school next week for INSET and we are all eagerly awaiting the start of term. It is always such a pleasure to hear what our Junior School families have been doing during the holidays!

### Welcome Evening – Thursday 9 September 1800-2000

With last year marking the move to our new building, we were awaiting updates to the government guidance in order that we be able to welcome our families to the College to tour our new classrooms and outdoor areas. I am delighted to say that our annual Welcome Evening this year will therefore be taking a different format to accommodate this, with us dividing parents into groups, according to year groups.

We will use the Great Hall as the base, with refreshments available throughout the evening, therefore please arrive via the main College entrance from 1745, ready for an 1800 start. We will then direct you to the first presentation from there and the evening will end with all parents returning to the Great Hall, where the Junior School staff team will be available, should you have any further questions.

For parents with children in two year groups, we would advise that you attend both 'Form Teacher Introduction' sessions, the Head of Junior School Welcome and a tour, and you will have an opportunity to meet the specialists back in the Great Hall at the end of the evening. We will be updating all parents of key information that evening (with slides sent to all parents, should any families be unable to attend) instead of sending additional start of term letters in advance, as was the case in previous years.

The evening format is outlined below:

| Timings                  | Nursery and Reception         | Year 1 and 2                  | Year 3 and 4                  | Year 5 and 6                 |
|--------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------|
| <b>Arrival 1745-1800</b> | Great Hall                    | Great Hall                    | Great Hall                    | Great Hall                   |
| <b>1800-1830</b>         | Head of Junior School Welcome | Form Teacher Introduction     | New Junior School Tour        | Meet the Specialist Teachers |
| <b>1830-1900</b>         | Form Teacher Introduction     | Meet the Specialist Teachers  | Head of Junior School Welcome | New Junior School Tour       |
| <b>1900-1930</b>         | New Junior School Tour        | Head of Junior School Welcome | Meet the Specialist Teachers  | Form Teacher Introduction    |

|           |                              |                        |                           |                               |
|-----------|------------------------------|------------------------|---------------------------|-------------------------------|
| 1930-2000 | Meet the Specialist Teachers | New Junior School Tour | Form Teacher Introduction | Head of Junior School Welcome |
| 2000-2030 | Great Hall                   | Great Hall             | Great Hall                | Great Hall                    |

You do not need to confirm your attendance in advance, and we very much look forward to seeing you there. Please do note that this is a parent-only event.

## Friends of St Dunstan's College

A very warm welcome to all new Junior School parents and carers. If you have not already done so, we recommend that you sign up to Class List at your earliest convenience, as this is the best way to communicate with other parents in your child's year group and the Junior School parent community. Miss Jackson has sent all new parents an invitation to join. We will explain more about how to get involved in different events during our Welcome Evening.

Please note a date change from our previous communication regarding the annual Cheese and Wine event. We were so eager to provide an opportunity to bring our parents together that we brought the event forward by a week, with it now being hosted on Friday 10 September! We recommend that all parents 'save the date' for one of our most popular Friends of St Dunstan's events. Please do see the letter in the Bulletin next week for further information.

## Start of Term Dates

### Nursery

Group A visit – 0900 – 1300 on Wednesday 8 September

Group B visit – 0900 – 1300 on Thursday 9 September

Term begins – 0820 – 1510 on Friday 10 September

### Reception

Term begins Wednesday 8 September (0915 – 1515) Please note that drop off is from 0820 after the first day.

**Years 1 – 6:** Term begins on Monday 6 September. Please see below for drop off and collection arrangements.

## Drop Off and Collection Arrangements

Please see below the drop off and collection arrangements for all pupils, noting that timings and locations may differ from last year due to us no longer being required to stagger drop off and collection times. With this in mind, I would like to highlight that 'sibling club' is no longer available and parents with children in different sections of the school will need to collect each child according to their year group's specific collection time. Please do feel free to use the picnic tables, chairs and benches (with heaters) adjacent to the Refectory should you be waiting for the collection time of an older sibling. Should your child cycle to school, they must bring a lock with them and secure their bikes to the Junior School bike racks situated adjacent to the West Gate, before making their way to their specified drop off location.

## **Drop off for all pupils will be 0820 to 0835**

Pupils in Nursery and Reception should arrive at the Headmaster's House Gate and pupils in Years 1 to 6 should arrive at the Junior School Field Gate. Staff are on duty from 0820 and parents are required to leave their child at the gate from Years 1 to 6, with Reception parents aiming to do so as soon as their child is able to walk through the gate independently. We anticipate that this may take around two weeks, but often pupils feel able to do this before that. Nursery parents are welcome to drop their child off directly in the Nursery playground.

## **Bollards Service**

The parents of pupils in Reception to Year 6 may drive into school and briefly stop at the 'drive and drop' service, where a member of staff will assist pupils in getting out of the car and moving safely to the Junior School gates.

## **'Late Gate' will be available for pupils from 0835-0850**

Pupils arriving within this window should go to the Headmaster's House Gate. The member of staff on duty will record their arrival time and children will be registered as having arrived late. All Junior School gates will be locked at 0850 and any parents dropping off pupils past this time will be required to call the Junior School Office team via the intercom on the Headmaster's House Gate and wait with their child until a member of staff has arrived to collect them.

## **Collection Arrangements**

School finishes at 1510 for Nursery, 1515 for Reception and 1520 for Years 1 and 2. Departure for all Prep pupils is at 1535.

Parents should collect their child from the Headmaster's House Gate for Nursery, Reception and Year 1. Collection for Year 2 pupils will be via the West Gate. Pupils in Years 3 and 4 should be collected from the Junior School playground, via the Headmaster's House Gate. Pupils in Years 5 and 6 should be collected from the West Gate.

Parents of pupils in Year 6 may request that their children make their way to and from school independently by sending an email to the Junior School Office and the Form Teacher.

## **Before and After School Care**

Before School Care (BSC) starts at 0745. Pupils attending BSC will be supervised by qualified members of our teaching support staff. To comply with legal regulations regarding staffing ratios, places are limited and as a result booking in advance is essential. If you would like to use this service and/or After School Care, we ask that you email the Junior School Office at [jsoffice@stdunstans.org.uk](mailto:jsoffice@stdunstans.org.uk). The deadline for booking is 1600 on the preceding Thursday for the following week. The cost for BSC is £3.00 per day which will be added to your fee bill. Please be aware that breakfast is not provided.

After School Care (ASC) starts at the end of the school day and finishes at 1800, at the latest. The charges for this service are:

| Collection Between                       | Fee                                 |
|--|-------------------------------------|
| Collection Time and 1630                 | £6.00                               |
| 1631 and 1730                            | £10.00                              |
| 1731 and 1800                            | £12.00                              |
| 1801 onwards                             | £12 plus £1 per additional minute * |
| * e.g. pick up at 1815 = £12 + £15 = £27 |                                     |

Pupils staying after 1630 should bring a healthy, nut-free snack suitable for the time that they are expected to use this service. Prep pupils will have the opportunity to complete their homework and all pupils attending (both Pre-Prep and Prep) will take part in structured activities, as well as additional play time.

Once our Forder Programme begins (Mrs Carmichael-Line will write to you regarding this once term has begun), we will indicate in this letter how parents will be charged for ASC if their child attends following their activity.

### Key COVID Updates

The College continues to follow the most up to date COVID guidance for schools. It is important to note that the guidance indicates that schools should be moving away from stringent restrictions and there is now an imperative to reduce the disruption to children and young people's education. The priority given to schools is for us to deliver face-to-face, high-quality education to all pupils.

We would like to make you aware of the following key points for our return in September:

- We request that pupils continue to bring their own hand sanitizer into school each day.
- As previously, if your child displays any symptoms of COVID-19 or receives a positive test, your child must not attend school as per the [government guidance](#) and a PCR test must be arranged.
- If your child exhibits any COVID-19 symptoms at school, you will be required to collect them as soon as possible and they must remain at home until a negative PCR test result has been confirmed or self-isolation has finished if the result is positive. A reminder that the [current self-isolation period](#) is **the day of** a positive test result or of the onset of symptoms **plus** a further ten full days.
- Please only inform school in the case of a positive PCR test result by emailing the Junior School Office and Mrs Carmichael-Line (Junior School Deputy Head Pastoral – [lcarmichaellin@stdunstans.org.uk](mailto:lcarmichaellin@stdunstans.org.uk)).
- Bubble groups, separate toilet facilities, staggered timings and isolated play areas will no longer be required.
- Children must wear uniform every day and bring their PE Kit in for PE lessons. All children must come wearing school uniform and not their PE/Games kit on the first day of term, unless emailed in advance by the Section Head. Where pupils used to come to school in their PE kits to make full use of their timetabled lesson (PE lessons for Pre-Prep, for example), Section Heads will contact you separately to outline when this is required for your child.

- Whole Junior School assemblies will return to normal, which can be accommodated safely with ventilation within the Great Hall.
- All co-curricular activities, including the Forder Programme, trips, LAMDA, instrumental lessons and residentials are expected to run as normal and further information regarding start dates and timings will be circulated in a separate letter.
- We will return to a full lunch menu, with a variety of hot and cold meal options with deserts, fresh bread, a salad bar and fruit selections.
- Pre-Prep pupils are no longer required to bring their own snacks to school, as these will now be provided by the College.
- The identification of close contacts and instructions to self-isolate will no longer be managed by the College, but by the NHS Test and Trace service.
- Good ventilation will remain in place with windows remaining open wherever possible.
- Parents' Evenings will continue to be offered virtually. Individual parent meetings will be offered both virtually and on-site, whichever is more convenient to the parent.
- Separate Junior School and Senior School entrances and exits will be retained, where it is sensible to do so, to help with easy movement around the College.

### **Pastoral Support and Wellbeing**

Although it has been some time since our last full lockdown, we expect some pupils will continue to need individualised support. We are pleased that we have been able to increase our school counselling provision to support pupils in need for the entirety of the academic year 2021-22. Our mental health first aid trained Junior School staff will continue to offer 'drop in' sessions each day and we are pleased to confirm that training will also be resuming to increase the number of staff members available to offer this service. If your child is feeling particularly worried about their return or you have other pastoral concerns, we would be grateful if you could inform your child's new Form Teacher before 3 September to allow time for supportive measures to be discussed. If you are already in dialogue with your child's pastoral care team regarding an ongoing concern, please do get in touch to discuss their wellbeing over the summer and the plan for settling back into school in September.

### **Hybrid Teaching and Learning – Self-Isolating Pupils**

If your child is unable to attend school as they have COVID or COVID symptoms, *but feels well*, after following the instructions above to inform us of this, they should log onto their Microsoft Teams account and a timetable will be emailed to you by your child's Form Teacher. Our teachers will continue to offer hybrid teaching and learning for COVID-related absence and include self-isolating pupils in classroom learning and activities. Pupils should have their cameras and microphones on to aid this interaction with the class on-site.

### **Uniform**

Full details on uniform, which has changed this year, are included in the separate uniform letters, however, please be reminded that we return to full summer uniform this September which means correct uniform must be worn all day, every day. Classrooms will still be ventilated so warm school coats should be brought to school in the winter. The changing rooms are back in use and will be monitored appropriately by PE staff to ensure pupils change quickly for sport and then back into their uniform afterwards. The College Shop, based in the atrium of the new building, has secondhand items for sale. There is a one-year rollover period where items from either the old or new uniforms may be worn.

## Snacks and Equipment

In Pre-Prep, pupils are offered either milk or water with a selection of fruit and vegetable pieces during break times in the morning. Pupils in Prep must bring in a healthy nut-free snack for morning break, for example: fruit, a healthy biscuit, oat or rice cakes and water or juice. Unhealthy snacks such as crisps and chocolate will not be permitted to be consumed and will be confiscated and returned at the end of the day. All children are required to bring a named, refillable water bottle to school every day.

The College will provide necessary stationary equipment to our Pre-Prep pupils. All pupils from Years 3 to 6 must bring a pencil case to school, containing: a cartridge pen, HB writing pencils, colouring pencils, a pencil sharpener, an eraser, a glue stick, a 30cm rule, a purple pen, a highlighter (any colour) and a protractor. Pupils in Years 5 and 6 must also have a compass. A calculator is optional for Year 5 pupils and essential for Year 6 pupils.

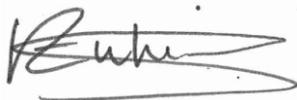
## Open Morning – Saturday 25 September

Please be aware that we are holding a whole-College Open Morning on Saturday 25 September. Some pupils will be required to assist with this so please try to keep the date free, should your child be required to attend. More information will follow regarding this in the first weeks of term. In order to prepare for Open Morning the afternoon prior, there will be an earlier collection time on Friday 24 September for all pupils. With this in mind, we will no longer close the school for the January 7+ assessment day, as would normally be the case. The assessment day will go ahead, but this will be managed alongside the normal school day for our current pupils.

While I know that there is a lot of information to process in this letter, I very much hope that this will signify a gradual return to ‘normality’ for our Junior School community, following such a challenging period. Nothing gives us greater pleasure than the palpable excitement of the pupils on the first day of term; let the countdown begin!

Should you have any questions, please do not hesitate to contact your child's new Form Teacher, who remains the primary point of contact for academic and pastoral matters.

Yours sincerely



Miss L Whitwood  
**Head of Junior School**