

# Burdett-Coutts & Townshend Foundation C of E Primary School



Rochester Street, Westminster, London SW1P 2QQ  
Tel: 0207 828 6790 | Email: [office@burdettcoutts.co.uk](mailto:office@burdettcoutts.co.uk)

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31<sup>st</sup> August 2021

Dear Parent/Carer,

I hope that you have all had a wonderful summer holiday, and we are very excited to be welcoming you back over the next two weeks, beginning with all pupils in Years 1 – 6 on Thursday 2<sup>nd</sup> September.

As we begin this new academic year, we will be continuing many of the good hygiene practices implemented over the last academic year, to minimise the opportunity for COVID to spread within our school community. This means your child will continue to sanitise or wash their hand on arrival, following break times and prior to lunch. We will continue to ensure all rooms are well ventilated and keep the cleaning regimes across the school.

## **Arrival and Collection of Pupils:**

**As part of our post COVID action plan, all parents and those aged 16 years and over must wear a mask when entering the school site; and once you have collected your child/ren, leave the school site as quickly as possible.**

On arrival to school, **pupils in Years 1 – 6** are to enter the school on their own, via the main school gates.

However, **we will not be permitting parents on site in the morning (for pupils in Years 1 – 6)**, as part of our post-COVID action plan. You will continue to drop your children at the black gates as you have been doing over the last 18 months.

**Parents of new pupils in Nursery and Reception** classes can enter the school, via the main gate and walk their child to the Early Years Playground Gate, to drop off and collect their child. This arrangement is in place for the Autumn first half term only.

At the **end of the day**, parents can enter the playground to collect their child, **wearing a face mask**. You need to leave the playground as soon as you have your child/ren, **and not congregate** with other parents. If you wish to speak to your child's class teacher, we are asking that appointments are continued to be made via the school office, where either a phone call, virtual meeting or in person meeting can be arranged at a mutually convenient time.

**All children need to be in school by 8.55am with the main school gates opening at 8.45am.**

**All children are to enter the school via the main gate on Greycoat Lane.**

**Please ensure that children are on time each day, if late, pupils will miss their morning play that day.** Punctuality and attendance for all pupils is essential in ensuring that no further learning is missed.

If you arrive after the gates have closed, you will need to come to the main school entrance on Rochester Street **and sign your child in.**

**Head Teacher: Yvonne Barnett | Assistant Head: Ella Camplin | Assistant Head: Sascha Lee**



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## **Breakfast Club: 07:45 – 08:45**

All pupils are to enter via the school office entrance.

**Breakfast club will resume on Monday 6<sup>th</sup> September**, which costs £10 per week. You can register your child via the online google form on the school website or collect an enrolment form from the school office. Those children already enrolled will be contacted by the school office to confirm their place for this year. All remaining places will be offered on a first come, first paid (deposit) basis. A waiting list is held if full.

## **After School Club: 15:30 – 18:00**

All pupils collected after 16:30 each day, need to be collected via the school office entrance.

**Afterschool Club will begin on Monday 6<sup>th</sup> September 2021.** You can register your child via the online google form on the school website or collect an enrolment form from the school office. Those children already enrolled will be contacted by the school office to confirm their place for this year. All remaining places will be offered on a first come, first paid (deposit) basis. A waiting list is held if full.

The options are:

- 3 days for £33.00
- 5 days for £55.00

## **Extended School Day: 15:30 – 16:30**

A new timetable of Enrichment Clubs for the Extended School Day Provision **will be sent home with children on the 2<sup>nd</sup> September 2021.**

Parents will be able to **sign up for clubs from Tuesday 7<sup>th</sup> – Thursday 9<sup>th</sup> September**, between 07:45 and 08:45. Please note: no pupils can join after this date, as club lists will be formulated on Friday 10<sup>th</sup>, prior to **clubs starting on Monday 13<sup>th</sup> September**. As last time, the activities are for the duration of the Autumn term and will cost £1 per session\*.

\*Please note and additional one off payment of £8.00 is required for the cooking clubs, as a contribution towards the cooking and baking ingredients

## **PE Days:**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Year Group</b>	Year 1	Year 4	Year 6	Year 3 (am) Year 5 (pm)	Nursery (am) Reception (am) Year 2 (pm)



## School Uniform:

### Boys:

- Dark Grey Trousers or Shorts.
- White Polo top (Years Nursery – Year 2)
- White Shirt (Years 3 – 6)
- Tie (Years 3 – 6)
- School Jumper\*
- Plain Black Shoes (not trainers)

### Girls:

- Navy Blue Gingham Checked Dress
- Dark Grey Trousers, Skirt or Shorts.
- White Polo top (Years Nursery – Year 2)
- White Shirt (Years 3 – 6)
- Tie (Years 3 – 6)
- School Jumper\*
- Plain Black Shoes (not trainers)

Please note we are in the process of making a change to the school jumper colour. This will soon be Navy Blue and in the form of a v-neck jumper for Years 3 – 6 (to supplement the tie and collared shirt), and for pupils in Years Nursery – Year 2, they will have a Navy Blue sweatshirt.

Please note that all pupils will be provided free of charge, thanks to the School Trustees, their first jumper or sweatshirt. Your child's current school jumper will then become the one they use for PE lessons. We will keep you updated with when these have arrived. For now, all uniform can be ordered via the school office.

### PE Kit:

- Navy Blue Shorts, Leggings, Skort or Jogging Bottoms
- PE T-Shirt (school coloured house t-shirt)
- Royal Blue Sweatshirt (current school sweatshirt)
- Trainers (not their school shoes)

Please note that **all children must have a Burdett-Coutts book bag**. Homework and reading books will not be sent home without a bookbag, or in ruck sacks as they become easily damaged.

**Pupils need to continue to bring a named water bottle each day.**



## **Coronavirus Update**

### **Procedures If Your Child Tests Positive or Develops Symptoms:**

If your child develops one or more of the COVID-19 symptoms - a new and continuous cough; or a high temperature; or has a loss of, or change in their normal sense of taste or smell; or has a positive test then they must not come into school and will need to self-isolate for at least 10 days from the day after:

- The start of their symptoms.
- The test date of the PCR test (please remember your child needs to isolate until you receive the PCR test result)

### **Procedures for Children Attending School:**

- If your child develops - a new and continuous cough; or a high temperature; or has a loss of, or a change in their normal sense of taste or smell then we will contact you and ask you to collect them immediately and to begin isolation and book a PCR test as soon as possible.
- We will advise you to follow the [guidance for households with possible or confirmed coronavirus \(COVID 19\) infection](#), which includes arranging to have a PCR test as soon as possible to confirm whether they do or do not have COVID-19.

### **Requirement to Self-Isolate:**

If a child tests positive for COVID-19, their class will not be automatically asked to self-isolate. However, if there is an outbreak then classes may be asked to self-isolate. Government guidance states that there is an outbreak if there are 5 cases or 10% (whichever is achieved first) of test-confirmed cases of COVID-19 (either PCR or LFD testing, with a follow up PCR test), within 10 days, among pupils or staff clustered in a consistent group or cohort.

### **Preventative Measures:**

All staff will continue to test twice a week using lateral flow tests, and I would ask all parents to test regularly also to help stop the spread of COVID-19. You can pick up test packs free of charge from most pharmacies or order online.

If you have any further questions, please call the school office and someone will be happy to answer your questions.

Kind regards,

Yvonne Barnett  
Head Teacher