

# BISHOPS DOWN PRIMARY AND NURSERY SCHOOL



## Dear Parents

It has been lovely to see the children back after the summer break and we warmly welcome all our new Bishop Down families. We still have half of our Reception class and Nursery class yet to start, so we look forward to seeing you next week.

Sadly Miss Zeminian, TA, will be leaving us today for a new role in a London school. We wish her well. Natalie Wallis will be joining the TA team in her place. A warm welcome to Miss Wallis.

Most statutory Covid 19 precautions in school are now at an end, however we do still have our slightly staggered start and enhanced cleaning regimes in place. I know many parents have welcomed the relaxed drop off time from 8.30 am to 8.45am but we are obliged to return to our published school start time of 8.45am for 8.55am registration as soon as practicable. Once all pupils are in and everyone is familiar with the drop off points we will revert back to our normal school hours, we will however give you a week's notice in case you need to change your morning arrangements. The timings for the end of the day will remain the same for Reception to year 6, at 3.15pm.

Over these first two days of term it has been exciting to see children mixing again on the playground, sitting in the hall for lunches and joining whole school assemblies and we dearly hope that this can remain. However, if we do have an outbreak in school (*5 cases, who have closely mixed, in ten days*) we will be liaising with the Director of Public Health or our Health Protection Team and implementing our contingency plan. The advice we receive will be dependent on the scenario, this means that school actions could range from just moving assemblies online again and holding lunchtime in classes, in the most extreme case, closing a class or the school. Our actions will be guided by Public Health and communicated to you via email at the earliest opportunity.

Staff are undertaking twice weekly LFD tests and we continue to urge parents to inform us of any positive cases at home. Our medically vulnerable children are starting to come back into school, so we must remain vigilant. Thank you for your understanding and continued support during this period of adjustment.

**Clare Owen, Headteacher**



## Requests from the school office:

- Please can all parents remember to sign in/out at the office if their child is late, or leaving early (this applies to all children in YN to Y6).
- Reminder that parents must phone or email the school office as soon as possible if your child is ill or going to be absent (YN to Y6) – please explain what your child's symptoms are, rather than saying they are 'unwell'.
- Lost Property – unnamed items will be placed in the lost property box which is kept under the Parent Shelter, just inside the wooden gate. Please check this box if you have an unnamed item missing. The contents of this box are disposed of at the end of each long term.
- Messages to teachers and/or TAs should be emailed to the school office who will forward these on. Please use [office@bishops-down.kent.sch.uk](mailto:office@bishops-down.kent.sch.uk)
- Gateway – School lunches should be booked and paid for in advance on Gateway. The option is called 'School Dinners Nourish' and this is only applicable to Nursery, and Y3-Y6. If lunches are not pre-booked and paid for, parents should expect to receive a phone call from the office asking them to deliver a packed lunch for that day. The Finance Officer will contact parents who have a deficit of £10.00 or more, and no further school lunches will be available until this is cleared.
- Gateway – any general access issues to clubs and payments, please get in touch with the office.
- Finance – If you pay funds directly into our Bank Account e.g. for Beehive or Nursery Lunch Club/Buy-ins, please ensure you add a reference to your payment to describe where the funds should be allocated, and for which child.
- Nursery – Any alterations to sessions or Lunch Club should go directly through Jo Sheldon, and not via the class teacher. Please ensure your invoice for Lunch Club is paid promptly, once received.
- Parents are now welcome to visit the school office if you need to speak to the Admin team, please only one person at a time in the lobby.

