



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
Head: Ms Beth Kobel

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27 August 2020

Dear Parent/Carers,

As we approach the start of the new academic year there is always a mixture of excitement and apprehension- this year is certainly no exception. Let me reassure you that Preston Manor Staff are very pleased to be seeing all children returning to school. We are very much looking forward to welcoming our new Year 7 and Year 12 students on **Friday 4th September**, followed by all other year groups on **Monday 7th September**.

Please note in order to ensure social distancing measures, students' arrival and departure will be at the times stated below. It is very important that your child is punctual.

Friday 4th September - (School closed to Years 8-11 and 13) Year 7 08.35 am – 3pm (front gate)

- Year 12 11.20 am – 1.20pm (front gate)

Monday 7th September - (School open to all year groups)

- Year 7 08.35am - 2.30pm (front gate)
- Year 12 08:35am - 2.30pm (back gate)

- Year 11 09.35am - 2.50pm (front gate)
- Year 13 09.35am - 2.50pm (back gate)

- Year 9 10.35am - 3.10pm (front gate)
- Year 10 10.35am - 3.10pm (back gate)

- Year 8 11.35am - 3.25pm (front gate)

From Tuesday 8th September the school day will return to the regular start times as stated in the Headteacher's July end of term letter [click here](#). Contained within this letter there is detailed information on the school day, key health and safety information including how symptoms of Covid-19 will be managed in school, curriculum information and behaviour expectations.

In the July end of term letter there is also further clarity around attendance which is mandatory from the start of the school term. **Only students who are complying with clinical and/or public health advice, need not attend and will be able to access work remotely.** We recognise this is a significant step and wanted to reassure you and your child of the measures we have taken to make the return as safe as possible. We have put together a short video which shows you some of the changes that have been made to the building and the learning environment in order to ensure safety within our community and limit the 'mixing' of student groups. [Please click here to view the video.](#)

Travel to and from school will require careful planning to ensure your child is punctual to school, as well as taking appropriate precautions to ensure their safety. Students are encouraged to walk or cycle if possible. If public transport must be used, then a face mask must be worn.

Should you wish to drive your child to school, we request that you do not drop them or collect them outside of the school entrance or in Charlton East Avenue. This will support us in maintaining social distancing between families who may be dropping their child off at the same time.

As your child makes preparations for their return to school, we ask that all students bring all of the necessary writing materials every day to avoid the need to share equipment. Students should carry an umbrella with them, as on days where wet weather is forecast, students still may be going outside during break and lunchtimes. **Please be aware that students will not be able to purchase food from the canteen at breaktime.** Therefore, they must bring a snack from home, if they wish to eat before lunch is served.

At the time of writing this letter there has been further guidance published by the government on the wearing of face masks in secondary schools. **We have therefore made the wearing of face masks compulsory in communal areas** such as the school canteen queue, corridors toilets and other areas where there may be larger groups. Face masks will not be required to be worn during a lesson. All students are therefore required to bring a face mask each day to school. **Please note face coverings such as bandanas, snoods or scarves will not be permitted as an alternative to a face mask.** For full guidance on how to safely make, use and wash face masks please follow this link [Face Mask Guidance.](#)

We hope you find this information useful in supporting your child to prepare for their return to school. There is further support for parents/carers from the government, which gives practical guidance to help plan your child's return to school gov.uk/backtoschool. This includes the government's latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#). Please do contact your child's DSD if you have any further questions about your child's return.

Please ensure you take some time to look through information and hyperlinks contained within this letter and the more detailed guidance in July's End of Term letter [click here](#).

I hope that you enjoy the remainder of the Summer holidays.

Your sincerely



Stuart Taylor
Head of Upper School