



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA

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Dear Families

It was fantastic to see all year groups of students return to school today! There were so many happy faces and genuine excitement to be back together, face to face, as a school community. Firstly, I would like to thank all of the students for responding so well to the new policies and procedures at Preston Manor to keep our Brent Communities safe from Covid 19. Everyone was willing to adapt and to remember to **be kind**, protecting others from transmission of the virus. I was really proud to see such caring for one another.

No matter how perfectly one plans, change does take a while to manage. I thank you for your support and patience with learning the adaptations yourselves. The community is getting used to things such as *a new staggered start and dismissal time, new registrations times, zoned breaks and staggered lunches, not mixing with other year groups, staying 2 meters away from adults where possible and wearing facemasks in communal areas*. However, the students were so positive and are really doing a fantastic job adapting. They were excited to be back on the school site and learning in the classroom with their peers.

I thought it would be useful to point out a few reminders that would be helpful for you to go through at home.

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

Normal School Day Arrival and Departure Times

Year	Arrival Time	Arrival Gate	Start Time	Finish time	Departure Gate
7	8.15am	Right front gate	8.40am	3pm	Right front gate
8	8.15am	Left front gate	8.40am	3pm	Left front gate
9	8.15am	Back Gate	8.40am	3pm	Back Gate
10	8.45am	Right front Gate	9am	3.25pm	Right front Gate
11	8.45am	Left front gate	9am	3.25pm	Left front gate
12	8.45am	Back Gate	9am	After last lesson of the day	Back Gate
13	8.45am	Back Gate	9am	After last lesson of the day	Back Gate

Travelling to and from school

Travel to school – government guidelines advise that students walk or cycle to school on a daily basis. Where possible, it is vital that your child walks or cycles to school and doesn't use public transport. If your child must use public transport, it is important that your child wears a face covering (face coverings are required at all times on public transport for children over the age of 11). On arriving at school students should **store their travel masks in a plastic bag and use a different face mask on site.**

We understand that you may wish to drop your child off and pick them up at the end of the day. However, this will not be possible due to government guidance on social distancing. As such we ask that you meet your child, or drop them off, at least a 5 minute walk away from the school gates. If you are driving into school, you **should not** park, drop off or pick up on Carlton Avenue East.

Equipment and Student Planners

As part of our commitment to develop students as independent learners, all students are expected to **be prepared** with the necessary equipment to take an active part in their lessons. It is vital that your child has all of their equipment each lesson (REP). Unfortunately we are unable to loan equipment to students who forget items since loaned materials can lead to cross contamination

Essential Equipment	
2 x black/blue pens	Scientific calculator
1 x green pen	Reading book
Green and pink highlighter pens	Student's planner
Pencil	Small pocket umbrella
Rubber	
Ruler	
<i>(the above need to be contained in a pencil case)</i>	

Student planners are a vital means of communication between home and school and should be checked and signed by parents once a week. They should also be used for any routine communication between home and school.

Updated [Guidance for schools](#) on Face Masks.

Fask Masks in Schools - Government Guidance

We are continually monitoring Government guidance regarding their future use. We are **strongly advising** that all students use face masks in communal areas (such as busy corridors and waiting areas such as queues for the school canteen). In order for face masks to be used effectively, and to help the school community to remain safe we would ask that you read the [Face coverings in education](#) and watch the NHS video – [Coronavirus face covering guidance](#) with your child. Further to government guidance, please also note the following requirements regarding the use of face coverings in school:

- Students should either wash or sanitize their hands immediately after removing or placing their covering on their face.
- When removed, face masks should be kept in a sealed bag and placed in a school bag.
- As a safeguarding measure, students are required to remove their face mask when asked to do so by a member of staff (we need to be able to easily identify students).
- Face masks can either be a standard disposable covering or a reusable covering.
- Reusable face masks should preferably not have writing or logos on them.
- Reusable face masks should be washed at the end of each school day.
- We recommend all students carry a spare face mask.

Clarity on possible local restrictions

Please let me reassure you that the school would keep you informed of any local restrictions and they would be posted on our website. The recent government [guidance](#) on contingency planning for areas subject to local restrictions aims to support all schools to *remain open where possible*, with changes to school attendance being a last resort. In the worst case scenario, the [CONTAIN guidance](#) sets out four tiers of restrictions for education settings, for use as an absolute last resort in areas subject to local restrictions.

- **Tier 1** – school is fully open to all pupils full time, with face coverings **mandatory** in corridors and all communal areas by staff and students.
- **Tier 2** - would advise secondary schools in a restricted area to use rota to help break chains of transmission of coronavirus, while primary schools remain open to all pupils.
- **Tiers 3 and 4-** introduce remote learning full time for wider groups of pupils, with vulnerable children and children of critical workers continuing to attend.

In the case of a local restriction, the school would write to you and inform you of the impact on school.

Making Appointments to visit the School

We are asking you to support social distancing measures and try to have most meetings through an online platform (such as zoom) or on the telephone. However, when a face to face meeting is necessary, it is vital that you arrange this through a member of staff and that you adhere to our visitor protocols/checklist ensuring safety and hygiene measures. You must wear a face covering to enter the building and adhere to social distancing rules.

Upcoming School Events

Finally, I wanted to let you know that despite not being able to hold evening events on the school site, we will still be running all our usual events using Zoom. In the next few weeks we will be holding Zoom meetings for 'Welcome to Sixth Form', 'Welcome to Year 11' and a 'Meet the Tutor Evening' for Year 7 parents. Our Parents Association will also be holding their first meeting of the year.

We will also be holding a virtual *Year 6 Open Evening* for parents of children wishing to transfer to Preston Manor in September 2021. If you know parents of any Year 6 children, please do let them know that details will be on our website and circulated via the local primary schools.

Yours sincerely



Beth Kobel
Headteacher