

RETURN TO SCHOOL (PREP SCHOOL)

7 August 2020

I hope you are having an enjoyable summer; the following information will be useful to you for the first day of term, Thursday 20 August 2020.

1. Where do I go? Please arrive at the Academy at the following times:

Prep 1	08.50 – 09.00
Prep 2	08.50 – 09.00
Prep 3	08.40 – 08.50
Prep 4	08.40 – 08.50
Prep 5	08.30 – 08.40

As mentioned in previous whole school briefings, pupils will be required to pass through the Prep Temperature Check Tent on arrival and proceed straight to their classroom through signposted doors. **For this year, we are sorry that parents will not be permitted to come into school with their children except in exceptional circumstances.**

STAFF WILL BE IN ATTENDANCE TO SHOW YOU THE WAY

Parents are reminded that no cars should be driven into the grounds at any time during the school day. Back Lane is to be used for drop-off only in the morning and a one way system will operate. P1 and P2 parents will have priority parking in the Mylne Avenue car park, whilst all other parents are asked to park away from the school grounds and walk up to school.

2. What do I wear? Regular uniform with the following exceptions:

- On PE days pupils should come to school in PE kit including plain navy or black tracksuit bottoms and a plain navy or black lightweight waterproof. Dollar fleeces or tracksuit tops may be worn. On these days, pupils should also bring an extra top and spare pair of socks and trainers.
- All pupils should have wellies and a waterproof top and trousers.
- P1 – P3 should not wear blazers or ties during the first 4 weeks. (If you are in P1 and do not already have a school blazer this relaxation can be extended to the October break after which school coats are the uniform).
- All items of clothing should be clearly named.

ON DAY ONE EVERYONE SHOULD WEAR SCHOOL UNIFORM

3. What should I bring with me?

- Healthy snack and packed lunch in a small named wipeable packed lunch box with a paper napkin.
- Re-fillable, named water bottle.
- Small pencil case which will stay in school containing pencils, coloured pencils, rubber and glue stick.
- Any school books and resources to return to school.
- We are asking that all children carry with them a simple PPE kit. Children will not be required to wear masks but may do so if you wish. We feel it is important they get into a routine.

4. What happens at break and lunchtime?

- Lunch will take place in the classroom (or outside) supervised by the class teacher.
- Break times will be staggered and play areas will be allocated to different classes and year groups.
- Children should not bring in toys from home at this time.
- Children will go outside as much as possible so waterproofs and wellies are essential.

5. What happens at the end of the day? Pick-up times are as follows:

Prep 1	15.00	Please walk around to the infant garden area (2. 45pm up to 11.9.20)
Prep 2	15.10	Prep School playground
Prep 3	15.10	Prep School playground
Prep 4	15.20	* see below
Prep 5	15.20	

*Prep 4 and 5 are permitted to walk home or be met at a pre-arranged location on the campus. You must let us know your arrangements by completing a slip which will be issued on first day back. Otherwise they may be met in the playground.

P1 and P2 parents have priority in the Mylne Avenue car park and parents are requested to park away from the Academy grounds and walk up where possible.

6. What happens if I take a bus?

- Children walk up to school together in the morning (infant bus children are met) and proceed through the temperature check tents and into class.
- Children are escorted from the Prep School and onto the school buses at 3.15pm. (Prep children are only permitted to take the early bus unless exceptional arrangements have been made)

7. What about the After School Care Club?

- This is available until 5.30pm every day by prior registration. Details should already have been received.
- Children should be collected from the infant door.

8. When will co-curricular clubs start?

- The lunchtime and after school (P4 and P5 only) club programme will be finalised in the first two weeks of term and details will follow. (If you need after school care during this interim period please register for the After School Care Club).

We believe in adopting a staggered approach to introducing the clubs to allow pupils to settle into their new classroom routines. This will be of particular importance this session as we adjust to new guidelines in all aspects of daily life which may impact on the range of clubs we can offer. Please bear with us.

9. My child requires medicine during the school day?

- Please complete a medicine administration permission form (printable from website) which should be filled in and signed whenever medicine is handed in to teachers at school.
- Please inform us directly of any important medical information before the first day of school.

10. How do I contact you?

- By telephone to the main school number (01259 742511) for anything urgent or immediate eg change of pick up plans.
- By email to prep@dollaracademy.org.uk.
- Increasing communication is going via email so it is vital that we have the correct email address for you.
- On occasion we do have to telephone you so please ensure we have the correct mobile telephone number on which we can always reach you.
- Please keep a close eye on the website and social media for any updates.

PARENT INFORMATION EVENT

In accordance with guidance we are limiting the presence of adults in the school buildings at this time. Our Information Event will therefore take place via a ZOOM session on the evening of **Thursday 27 August** and further details will follow at the start of term.

A Morrison

Alison Morrison
Assistant Rector



Dollar, Scotland FK14 7DU
++ 44 (0) 1259 742 511
www.dollaracademy.org.uk