



## Europa School UK

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Culham, 26/08/2020

Dear Parents,

I am writing following Lynn Wood's letter last week regarding the start of term for the Primary School. In close liaison with the DfE contractors, we have taken the decision **to postpone the opening of the Primary school until Monday 7th September**. This is so the contractors can ensure that preparations are completed, for everyone to access the site safely.

You will be met by quite considerable building works which, as a culmination of many years planning and persuasion, are hugely exciting on the one hand, but also complicated to navigate, as we start a new academic year with the addition of COVID considerations.

The purpose of this letter is to give instructions about accessing the school site, by year group and by class **in the first week back** (i.e. week commencing 7 September; note that from w/c 14th September, when the new Portacabins will hopefully be ready, we anticipate further changes). Please read the information below carefully, in particular the specific arrangements for your children's classes.

Three main considerations drive our decision-making:

1. Physical distancing of parents on site at drop-off and collection times and restricting areas of circulation, such as playgrounds and classrooms
2. Restricted access to the school and car park due to extensive building works
3. The safety of everyone moving around the site, in the context of both the works and COVID.

We would therefore ask all parents to comply with the following requests:

1. Please be patient and comply as far as possible with physical distancing in the inevitable queuing which will result, whilst everyone gets used to the changes
2. Please wear a face covering when navigating the school grounds.
3. One adult **only** to accompany their child into school
4. Parents with children in Years 4, 5 and 6, please prepare your children for *entering* the school site by themselves. (We will not expect any child to *leave* the site unaccompanied)
5. Please do not enter the site with any Primary children before 8.15 am

### Entry to the school - Timings and drop off points

All Parents to park in the Thame Lane Car Park. We have staggered arrival times to help alleviate some of the pressure on this space.

Class	Location	Starting time	Entry Route	Drop off point	Parent exit route
RDE; REE; RFE	Primary Quad	9.00 am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden. RFE have separate entrance into garden, prior to back gate	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car park along pavement
1FE	Primary Quad	8.45am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car park
1DE; 1EE	Primary Quad	8.45 am	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach double gates onto P2	Double gates to P2	Re-trace steps taking care to keep right on the route back.
2EE  2DE;  2FE;	Primary Quad upstairs <b>Temporary location - Primary Library Tower Block</b>	8.45 am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3,	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep right on the route back
3DE;  3FE	<b>Temporary Location Tower Block Chapel</b>	8.30am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep right on the route back
3EE	<b>Temporary Location Room 125</b>	8.30 am	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to outside 3EE classroom	Outside 3EE classroom	Re-trace steps taking care to keep right on the route back
4DE,4EE, 4FE	Hostel Block	8.30am	Children enter gate at Thame Lane independently and proceed directly to classes in Hostel Block <b>NB First day staff will be there to welcome</b>	At Thame Lane entrance to school site	Return to car park
	<b>Temporary Location</b>	8.30am	Children enter gate at Thame Lane independently	At Thame Lane	Return to car park

5DE; 5FE	<i>Main Secondary Building</i>		and proceed directly to class. <b>NB First day meet teachers in P1 play area, opposite Hostel block</b>	entrance to school site	
5EE;	<i>Secondary Library Study</i>				
6DE; 6FE English  Stream Language	Room 1 Hostel Block	8.30	Children enter gate at Thame Lane independently and proceed directly to class <b>NB First Day meet teachers outside P1 next to tower block</b>	At Thame Lane entrance to school site	Return to car park

### Siblings

Drop off will be according to your eldest *Primary* child in the morning. We are unable to receive Primary children onto site before 8.15, but once you have dropped your eldest child, please proceed to the drop off point for the next sibling.

### Exit from the school - Timings and collection points

**All Parents to park in the Thame Lane Car Park. We have staggered pick-up times to help alleviate some of the pressure on this space.**

Class	Collection time	Entry Route	Collection point	Parent and child exit route
RDE; REE; RFE	3.00pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car park using pavement
1FE	3.15pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach back gate to Reception classes garden	Reception classes garden	Continue to exit via bus bay gate at zebra crossing and back to car park using pavement
1DE; 1EE	3.15 pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach double gates onto P2	Double gates to P2	Re-trace steps taking care to keep to the right on the route back.
2DE; 2EE; 2FE;	3.15 pm	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to where Schuman Hall meets P3,	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep to the right on the route back
3DE; 3FE	3.30pm	From Thame lane follow marked route around Sports Hall, keeping right.	Gate to P3 at Schuman Hall	Re-trace steps taking care to keep to the right on the route back

		Pick up yellow line to where Schuman Hall meets P3		
3EE	3.30 pm	From Thame lane follow marked route around Sports Hall, keeping right. Pick up yellow line to outside 3EE classroom	Outside 3EE classroom	Re-trace steps taking care to keep to the right on the route back
4DE, 4EE, 4FE	3.30am	From Thame lane proceed to grass area on your right and wait for your child	Grass area inside gate to Thame Lane	Re-trace steps taking care to keep to the right as you exit the gate
5DE; 5EE; 5FE	3.30pm	From Thame Lane proceed alongside Hostel block to play area on your right inside P1, opposite Hostel Block	Play area inside P1 near Hostel block	Re -trace your steps, taking care to keep to the right as you approach gate to Thame Lane
6DE; 6FE	3.30 pm	From Thame lane follow marked route around Sports Hall, keeping to the right, to reach area outside P1 next to Tower Block	Area outside P1 next to Tower Block	Re-trace steps taking care to keep to the right on the route back

A map to illustrate the above is available on the website at:

<https://europaschooluk.org/wp-content/uploads/2020/08/Schematic-of-Primary-areas-and-access-arrangements-for-the-start-of-term-2020.pdf>

And an overview of communications will be added here:

<https://europaschooluk.org/about-us/key-information/autumn-term-2020/>

### Siblings

We ask you to consider the best route to the classes you need to collect from, aiming to pick up your eldest *Primary* child no earlier than their stated collection time. Whilst staff will be at the collection point until all children are collected, we hope to have all Primary children off site by 3.45 latest.

### Bus children

We will receive and manage bus children as one bubble. It is the only way we can supervise the early arrival and late departure of all these children. On arrival, bus children will wait in P1 until 8.15, when they will be escorted to their classes. In the afternoon, with the exception of Reception children, all bus children will wait outside (some temporary cover will be provided) until buses arrive.

If you need help navigating any of these instructions, please contact [primary@europaschool.uk](mailto:primary@europaschool.uk) and we will endeavour to answer all your queries

We look forward to receiving all your children back to school after the long break and we hope that the planning detailed above will deliver a positive experience for all. Thank you very much in advance for your cooperation and understanding.

Yours sincerely,

Sarah Kynoch  
Assistant Head of Primary and SENCo