

Bishop Road Primary School
Bishop Road, Bristol BS7 8LS



Head Teacher: Gillian Powe
Deputy Head Teacher: Joe Emissah

Tuesday 7th July 2020

Dear Parents and Carers,

Induction Information RK/ RSL

We are very much looking forward to welcoming you into our school and trust that you and your child will feel settled and part of the school community in the coming weeks. We work very hard to support children settle in and enjoy the new experience of school at Bishop Road. Please be assured the teachers and support staff will make this a positive time for your child and support them throughout the induction period.

We have made significant adjustments to our usual plans to accommodate the specific situation in which your children are arriving in our school. To support your child in an effective transition and to encourage independence, the induction period runs throughout the first 3 weeks. Please read the information below carefully and ensure you are prompt with timings to optimise your child's induction experience and support the staff in managing multiple group drop off and collections each day.

Thank you for the those of you who have already returned all of the paperwork sent to you recently. If you have not already done so we ask that this is completed and posted through the letter box on Bishop Road or left in the drop box in the school main office before midday Wednesday 8th July at the latest.

Thank you for working with us to make your child's entry to Bishop Road a success.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Emissah'.

Joe Emissah
Deputy Head



Induction Information – September 2020

July – preparing for induction

The Reception teachers have made some welcome videos to introduce themselves to the children and support your child becoming more familiar with them. These can be found on the Reception 2020 page of the school website <https://www.bishoproad.bristol.sch.uk/homepage/>

Over the summer, there will be further videos uploaded for the children to enjoy. They will be able to see their teacher tell stories and, towards the end of the holiday, have a look around the classroom too. These will be added to the website on Friday 17th July, Friday 7th August and Friday 29th August. We really hope this will help the children in understanding how school will look and who they will be getting to know. There is also a [virtual tour available](#) which, whilst not showing every room in the school, will give parents who have not visited the school a feel for the environment.

August – home activity to support induction

In term 1 children's first topic will be 'All about Me!' As part of this, we are asking all children to make a poster telling their new classmates all about themselves. This should be no bigger than A3 in size and could include photographs and/or drawings. The poster could show hobbies and interests, pets, family members and favourite things. We aim for children to 'Show and Tell' these posters during the first term at school. This is a lovely way for the children to get to know each other.

Please [bring your poster with you to the Meet the Teacher appointment in September](#).

September – Meet the Teacher

To help children settle in there will be an individual appointment in your child's classroom for parents and children to meet their class teacher during the first week of term. This will provide children with a concrete experience of the school environment before starting the following week in a small but expanding group. You should have received your child's induction group and appointment time in an earlier email.

Please arrive [at the gate on Bishop Road](#) (see map and photo below) 5 minutes before the appointment time. A member of staff will be there to greet you and escort you to and from the classroom. The meetings are approximately 10 minutes and will enable the teacher to get to know your child and meet you. The sessions will be held in your child's classroom and you will be entering via the door they will use for drop off each day to begin to familiarise them with their new routines. You will remain with your child for the duration of the short visit.

Please observe social distancing when on site and be mindful of current government guidance around symptoms and transmission. If in doubt, please call the school office (903 0483).

Drop off, Collection and Communication

Drop off and collection arrangements in schools are impacted by the current government guidance to limit transmission. Unlike in previous years, drop off/collection times are organised based on children separating from parents without the opportunity for hand over conversations with staff. Parents greet the teacher, wave goodbye to their child and keep moving through a continuous one way system. The current Reception children and parents



have found a similar drop off system has worked well and we trust that, through the gradual start for your child, this approach will be just as successful in September.

If your child does struggle at the handover point please don't worry. There will staff on hand to support. We know from experience, a quick handover to the staff is often the way children transition best into school. Your child's teacher will run through this with you and your child in the Meet the Teacher session so that you are clear on how this will work.

At the end of August we will issue videos about drop off and collection that will support you and your child understanding how the arrangements will work in September.

Without conversations on the playground from September the [Year Group email](#) will be the principle communication into school. Teachers will be checking this account regularly and will read and respond as soon as possible. We will aim to respond, by email or with a call, within two school days. We understand this restriction of contact with teachers is difficult and recognise we will have to work within the limitations of these new requirements to build and retain the positive relationships that staff, children and families share.

Children will be dropped off and collected from the Reception Playground next to the School Office. Please arrive at the correct time for your child's group as this will ensure the maximum number of adults are available to support the small groups in transition.

Children and parents will enter together via the gate to the left of Music House (the former caretakers house on Bishop Rd). Each morning the teachers will be waiting in the playground (in the area marked by the red star on the map). They will guide the children into the classroom where the class Learning Support Assistants will meet them and settle them to a morning activity before the teacher joins them to begin the morning activities.

As soon as you have left your child please then follow the path through the playground which will lead you back onto Bishop Road. If you have siblings to drop off you will need to re-enter the school via Bishop Road main entrance to join the one way system for the rest of the school.

Please come to the same playground to collect your child. The children will be waiting with their teacher in a collection bay. Please follow the marked lines on the ground and collect your child as you pass the collection bay.



Programme of Induction for September 2020

Please check times for **each and every day** as they vary considerably across the week

Week 1	
Tuesday 1 st September / Wednesday 2 nd	Individual Meet the Teacher appointment– see previous letter. Please bring 'All About Me' poster
Thursday 3 rd Friday 4 th	INSET Day – school closed

Week 2. Drop off AND collection via Nature Garden (groups of 7 or 8 children)		
Monday 7 th	9.10 am – 10.10 am	Group 1
	10.50 am – 11.50 am	Group 2
	12.45 pm – 1.45 pm	Group 3
	2.00pm – 3.00 pm	Group 4
Tuesday 8 th	9.10 am – 11.10 am	Group 1
	9.20 am – 11.20 am	Group 2
	12.30 pm – 2.30 pm	Group 3
	12.40 pm – 2.40 pm	Group 4
Wednesday 9 th	9.10 am – 11.10 am	Group 1
	9.20 am – 11.20 am	Group 2
	12.30 pm – 2.30 pm	Group 3
	12.40 pm – 2.40 pm	Group 4
Thursday 10 th	9.10 am – 11.10 am	Group 3
	9.20 am – 11.20 am	Group 4
	12.30 pm – 2.30 pm	Group 1
	12.40 pm – 2.40 pm	Group 2
Friday 11 th	9.10 am – 11.10 am	Group 3
	9.20 am – 11.20 am	Group 4
	12.30 pm – 2.30 pm	Group 1
	12.40 pm – 2.40 pm	Group 2

Week 3		
Monday 14 th	9.00 am – 11.00 am	Group 1 & 2
	9.10 am – 11.10 am	Group 3 & 4
Tuesday 15 th	8.40 am – 11.00 am	Group 3 & 4
	8.40am – 11.10 am	Group 1 & 2
Wednesday 16 th	8.40 am – 1.00pm	Group 1 & 2
	Bring lunch 8.40 am – 1.10pm	Group 3 & 4
Thursday 17 th	8.40 am– 2.45pm	All children together
Friday 18 th	8.40 am– 2.45pm	All children together
	Bring lunch	

Week 4		
Monday 21 st onwards	Normal hours – these will be sent out to the whole school community in July.	All children together



RLS drop off one way system



Entrance Gate



RK drop off one way system



Entrance Gate



In addition to the Reception specific induction information detailed above we would also ask that all parents and carers spend time reading the 'Back to School in September' information pack that will be sent to all families before the end of the Summer Term. This will support your understanding about some of the other systems and processes in school as we return to full pupil numbers in September.

We hope this will be a positive time for you and for your child and that the first steps your child will take with us will be both exciting and happy. Should your child have a specific special need or difficulty, please contact to your child's class teacher in the first instance.

School meals begin for Reception children from **Monday 21st September 2020**. During the first weeks of term please ensure your child brings a packed lunch on the appropriate days. It is important that all packed lunches are in accordance with our 'No Nut Policy' in the interests of our children with allergies. There is information about school meals including setting your pattern in the information pack that you should have received. Further information about school meals will follow.

If your child has any specific medical needs it is important to inform us well in advance of September. Please contact the school at info@bishoproadschool.co.uk or call 0117 903 0483.

We would also direct you towards our website which provides further information about school www.bishoproad.bristol.sch.uk. The Reception page contains a 'Welcome Booklet' for the children, as well as information for parents about starting school.

