



Head Teacher: Gillian Powe
Deputy Head Teacher: Joe Emissah

Friday 18th June 2021

Dear Parents and Carers,

Induction Information RM/RH

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.

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 to 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 Friday 25th June 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 2021

June and July – Meet the Teacher

To help children settle in, there will be an individual appointment in your child's classroom for parents/carers and children to meet their class teacher before the summer holidays. This will provide children with a concrete experience of the school environment before starting after the holidays 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 Nature Garden entrance gate on Bishop Road (see map and photo below) 5 minutes before the appointment time. A member of staff will come out to the entrance gate to welcome you in. 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. The staff will talk to you in a well-ventilated room at a significant distance. Face coverings are optional – staff will be happy to wear a face covering if this is your preference. If in doubt, please call the school office (903 0483).

Videos from the teachers

The Reception teachers will be making and uploading some videos 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 16th July, Friday 20th August and Friday 27th 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.

Drop off, Collection and Communication

Drop off and collection arrangements in schools have been 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 do not 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.

Week 1 and 2: 2nd – 9th September

During these first two weeks, children will be dropped off **and** collected from the Nature Garden. 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/carers will enter together via the gate to the right of Music House (the former caretaker's house on Bishop Rd). Each morning, Mr Holland and Mrs Morgan will be waiting along the path (in the area marked by the red star on the map). They will welcome children in and guide them into the classroom where the class Learning Support Assistants will meet the children and settle them to an activity before the teacher joins them to begin the morning activities.

As soon as you have left your child, please then follow the path to the right through the Nature Garden which will lead you to the Cambridge Road gate. 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.

During Week 1, please come to the same point to collect your child.

Week 3: 13th – 17th September

From Monday 13th September, all children will be arriving and being collected together, and classes RM and RH will move to being collected from the **Boat Playground**, which is accessed via the main entrance from Bishop Road (immediately to the left of the school office). The children will be waiting in the playground with their teacher in a collection bay. As you enter the site, please follow the marked lines on the ground that will lead you around the path to meet your child. We will issue more detailed information nearer the time. **All children will require a packed lunch for every day this week.**



Programme of Induction for September 2021

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

Week 1. Drop off AND collection via Nature Garden		
Thursday 2 nd September	9.15 am – 10.15 am 10.35 am – 11.35 am 12.30 pm – 1.30 pm 1.50 pm – 2.50 pm	Group 1 Group 2 Group 3 Group 4
Friday 3 rd September	9.20 am – 11.20 am 12.30pm – 2.30 pm	Group 1 and 2 Group 3 and 4

Week 2. Drop off AND collection via Nature Garden		
Monday 6 th September	9.20 am – 11.20 am 12.30pm – 2.30 pm	Group 1 and 2 Group 3 and 4
Tuesday 7 th September	9.20 am – 11.20 am 12.30pm – 2.30 pm	Group 3 and 4 Group 1 and 2
Wednesday 8 th September	9.20 am – 11.20 am 12.30pm – 2.30 pm	Group 3 and 4 Group 1 and 2
Thursday 9 th and Friday 10 th September	INSET Days School closed	

Week 3. Drop off via Nature Garden and Collection in Boat Playground		
Monday 13 th September Bring lunch	8.35 am – 1.00 pm collection in BOAT PLAYGROUND	All children together
Tuesday 14 th September Bring lunch	11.45 am – 2.45 pm collection in BOAT PLAYGROUND	All children together
Wednesday 15 th September Bring lunch	8.35 am – 2.45 pm collection in BOAT PLAYGROUND	All children together
Thursday 16 th September Bring lunch	8.35 am– 3.15 pm collection in BOAT PLAYGROUND	All children together
Friday 17 th September Bring lunch	8.35 am– 3.15 pm collection in BOAT PLAYGROUND	All children together

Week 4. Drop off via Nature Garden and Collection in Boat Playground		
Monday 20 th onwards	Normal hours (8.35 am – 3.15 pm)	All children



RH drop off one way system (and collection until Monday 13th September)



Entrance Gate



RM drop off one way system (and collection until Monday 13th September)



Entrance Gate



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. However, should your child have a specific special need or difficulty, please contact your child's class teacher in the first instance.

School meals begin for Reception children from **Monday 20th September 2021**. Please ensure your child brings a packed lunch every day in the week 13th to 17th September. It is important that all packed lunches are in accordance with our 'No Nut Policy' in the interests of our children with allergies. 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

