18th September 2020

Dear Reception Parents,

A very warm welcome to all our students and families in Reception!

We are very excited to welcome you all back onto the EY campus and we look forward to seeing you all return! We thank you for your resilience and patience during this unusual and unsettling time and we continue to be so grateful for your support. It is going to be an exciting time ahead, filled with interesting and fun learning activities that will encourage your child to blossom, grow and make friends with children from around the world. Please ensure that you regularly visit the DBIS Parent Hub and read the school newsletters, as important information will be posted there. We will continue to use Seesaw to document your child’s learning and continue home to school interactions.

**Current Circumstances and Regulations**

We return to school in an extremely unusual situation and we are so grateful to be able to work with you to support our children as best as we can. Please remember that we have an open-door policy and to contact your class teacher or Charlotte Phillips (YGL) if you have any questions.   
  
To align with the EDB requirements we have highlighted procedures below that we will be putting in place that we would appreciate your support with:

**Please follow the link to watch our ‘Welcome Back’ video for the children:** [**https://www.wevideo.com/view/1834027358**](https://www.wevideo.com/view/1834027358)

|  |  |
| --- | --- |
| **Temperature Checks** | Temperature is to be taken and recorded prior to school arrival. Your child’s temperature card will be checked on the gate as you enter the EY campus and adults and children temperatures will be taken at the gate as you enter. |
| **Masks** | Masks must be worn at all times throughout the day. We ask that these are labelled with your child’s name and class. |
| **Hand Washing** | Hand washing and sanitizer will be consistently used throughout the day. |
| **Toileting** | To reduce overcrowding in our toilet areas, we would really appreciate your support in toileting your child before arriving at school. The children will of course be able to access the toilets whenever they need to, however this will be monitored to reduce crowding.  To avoid cross contamination between year groups the downstairs toilet will be encouraged for Nursery access only so in the event your child does need the toilet upon arrival, please let your class teacher know. |
| **Drop off 9am** | We understand drop off may cause anxiety for both adults and children however due to restrictions we are unable to allow parents to come into the classroom.  May we ask you to drop your child at the door and then vacate the area. We will be ready to support, reassure and take care of your child. Morning activities will be set up for them to engage with as soon as they enter the classroom.  Safari, Garden, Castle and Harbour Class- please drop your children at your classroom’s sliding doors via the outdoor deck.  Airport Class, please come up the stairs to the main door.  Children taking the bus from Tung Chung will be supported on and off the bus by familiar adults and will be taken to their class at 9am and collected ready for home time at 1pm. We will provide an extra snack if needed before their journey. |
| **Home Time Collection 1pm** | Please collect your child from the same door that you dropped your child at. We will call each child individually to the door to be collected by their grown up. During the first weeks as we get to know you, please could you state the name of your child, so we can make pick up time as smooth as possible.  Children going home with a friend or collected by a different grown up will need to be confirmed through Ms Angel in our office (atang@dbis.edu.hk.) |
| **Snack** | We will be providing 2 substantial nut free snacks throughout the day that will be on a social distanced rota.   Snack 1 will be available during the morning from 9:15am, followed by Snack 2 at 11am. We ask that the children **do not** bring your own snack as we want to limit handling.   We gently suggest that the children have a big breakfast to fuel them for their busy day ahead!  If you have not already logged dietary requirements and allergies with the school, please contact Ms Angel (atang@dbis.edu.hk) |
| **Spare Clothes** | Please can a spare set of clothes including underwear, shorts/ skirt, socks and t-shirt be provided in your child’s bag in case of toileting accidents. |
| **Learning Leaves** | To encourage social distancing, we will be placing learning leaves around our classroom to minimise the number of children in each area. These are carefully planned spots to again minimise overcrowding. |
| **Hats and Water Bottles** | Due to the climate in Hong Kong, it is very important that children wear sun-hats when outside and drink lots of water throughout the day. Therefore, we ask that every child brings a **clearly labelled** hat and water bottle to school.  Hats and water bottles will stay in bags throughout the day and children will be able to access them when needed. |

**Birthdays**

We like to celebrate each child’s special day. Unfortunately, due to the restrictions we cannot currently accept cakes or treats into the classroom unless they are individually packaged. If you do choose to send individually wrapped treats, please make sure they are nut free. We will do our utmost to ensure your child has a wonderful and memorable day full of birthday celebrations!

**Afternoon Specialist Sessions**

Specialist Lesson Live and Recorded Links will continue to be posted on Seesaw for you to join us. Shining stars will continue to be celebrated in Assembly on Wednesdays at 2pm over Google Meet.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **L= Live**  **R= Recorded** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Airport** | 2pm PE (L) | 2pm Mandarin (R) | 2pm Assembly (L)  2:20 Mandarin (R) | 2pm PE (L) | 2pm Learning Technologies (R)  2:20 Music (R) |
| **Safari** | 2pm Learning Technologies (R) | 2pm PE (L)  2:20 Music (R) | 2pm Assembly (L)  2:20 Mandarin (R) | 2pm Mandarin (R) | 2pm PE (L) |
| **Garden** | 2pm Mandarin (R) | 2pm Mandarin (R) | 2pm Assembly (L)  2:20pm PE (L) | 2pm Learning Technologies (R)  2:20 Music (R) | 2pm PE (L) |
| **Castle** | 2pm PE (L)  2:20 Music (R) | 2pm Learning Technologies (R) | 2pm Assembly (L)  2:20pm PE (L) | 2pm Mandarin (R) | 2pm Mandarin (R) |
| **Harbour** | 2pm Mandarin (R) | 2pm PE (L) | 2pm Assembly (L)  2:20 Music (R) | 2pm PE (L)  2:20pm Learning Technologies (R) | 2pm Mandarin (R) |

It is a very exciting time and we look forward to your return! Please do not hesitate to contact us if you have any questions. Thank you for your support and we look forward to working in partnership with you.

Kind Regards,

The Reception Team

Charlotte Phillips Emma Chambers Helen Reid Elle White Chloe Foster