



September 2020

Dear Parents/carers

### **Return to school**

We hope you and your families are all keeping well and have had a lovely summer break. Since receiving further guidance from the government last week we have been busy updating our plans for a sensible and safe plan for the return of **all** pupils.

This letter will explain all of the steps that you will need to take when dropping off and collecting. Please ensure that you read it, understand it and abide by it, so that we can all remain safe. First and foremost, coronavirus has not gone away and it appears it may be with us for quite some time. As a result, we as a school, will have to change and adapt current practice. We are expecting parents to support us with the plans that we have put in place so that the school remains a safe place for the staff and pupils. It will be even more important as the weeks go by that we do not let our guard down and think these rules don't apply to us. Until we receive amended guidance then all of the information will remain in place.

**We are expecting all children to return.**

#### **Children will need:**

- To be wearing full school uniform
- To be wearing appropriate footwear (no trainers)
- To only bring in their own lunchboxes, **NO** school bags
- To bring in their own bottle of water for in class– squash for lunchboxes **ONLY**
- **To arrive at school by walking if at all possible (no bikes, scooters etc.) at the allotted time and not before**

#### **Adults will need:**

- To socially distance at all times
- To keep siblings under control – **no children are allowed on any of the play equipment**
- To not linger at the school gates at the start or end of the school day
- To arrive on their own (not 2 or more adults)
- To drop off at the allocated time. **Failure to do this will result in you and your child waiting until it is safe for them to enter – bubbles of children can not be mixed**
- To email or telephone the school office with any urgent messages at the start of the day – for the safety of all, **messages will NOT be taken on the gate in the morning**
- To follow the one-way system as instructed to do so
- To not smoke or vape on school premises
- To keep us informed if anyone in the family is displaying COVID symptoms.
- To not be late - **children cannot re-enter school to wait for late parents at the end of the day**
- To be available to collect their child swiftly if told to do so

- To be aware that if the school or year groups have to close that they will need to make appropriate provision (this will include all siblings also)
- To only be on site when they need to be i.e. at the end of the day
- To send their child/ren to school each day

### **Drop off**

All year groups from Year 1 through to Year 6 will drop off via the visitor's car park at **the allotted time**. This will be the start of their school day so please be on time.

**Year 1 – 8.45 am**

**Year 2 – 8.50 am**

**Year 3 – 9.00 am**

**Year 4 – 9.00 am**

**Year 5 – 9.10 am**

**Year 6 – 9.10 am**

Children will need to follow the instructions given to queue whilst waiting to have their hands sanitized before entering school. **Parents will need to leave immediately after dropping off children. If you need to wait to drop off siblings in other year groups, please find a suitable place away from the main entrance and where you are able to socially distance and supervise your child/ren.**

### **Collection**

As we are lucky to have a large site so collection will be outside each pupil's classrooms, apart from Year 6, who should be collected from the doors by the visitor's car park. Parents will need to socially distance at all times whilst waiting.

**Year 1 – 2.50 pm**

**Year 2 – 2.55 pm**

**Year 3 – 3.05 pm**

**Year 4 – 3.05 pm**

**Year 5 – 3.15 pm**

**Year 6 – 3.15 pm**

We are aware that some parents collecting siblings may have to wait. We ask that you do this sensibly and without fuss whilst supervising your own children.

## **Playtimes and lunchtimes**

All classes will have a playtime each day and will have a lunchtime also but year groups will remain socially distanced. We will be able to provide a hot lunch as part of the free universal school meals initiative for all of Reception, Year 1 and Year 2 each day, by using the school hall as an additional space and at different times. For Key Stage 2, pupils (years 3,4,5 and 6) who are eligible and registered for Free School Meals or who pay for lunch will either have a hot lunch or sandwich meal provided. We aim to provide a 'hot' lunch for one KS2 year group each week. This is because we cannot accommodate all of these year groups in the dining hall and school hall at the same time due to cleaning procedures needed.

## **Health and Safety**

We are very fortunate to have a school site that is well maintained by Mr Lee and his team. During the whole of this time, keeping everything clean to ensure minimal transmission has been our priority and will remain so. Our updated risk assessment has been completed to allow for more cleaning of our facilities during and throughout the day. We would ask that pupils and parents respect this, and continue to ensure that uniforms, lunchboxes and outerwear are kept as clean as possible through regular washing.

**Parents will need to make arrangements if we are in the unfortunate position of having to close a team, year group or whole school as a result of a positive COVID test. All members of the household (including siblings) will have to self-isolate for 14 days and will not be allowed back into school.**

**You can request a test by visiting:**

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

## **Communication**

It is unfortunate that we are not able to welcome parents as we would normally but we would ask that you do not come to the school office unless you absolutely have to. During this period effective communication by email and telephone has worked well, so we are encouraging parents to continue with this. For this reason, we are asking that you keep us up to date with changes to mobile numbers and email addresses. We do not want to be in a position when we are not able to contact you.

## **Attendance**

We are aware that some parents and children may be feeling slightly anxious about a return to school. We are delighted to have kept in touch with every single pupil during this time through phone calls, home visits and Twitter. The pupils who have already returned have adapted to the new systems in operation so very well, and it has been a delight to see them so happy coming into school. Please be aware that our attendance policy and procedures have now restarted, in line with government advice. Unless your child is ill they should be in school.

Over the next few weeks we will ensure that we spend time offering the reassurance and support that your child/ren may need to feel comfortable in returning. We have already sent out information with regards to where parents can access support over the holidays should they need it. This information is also available on our website. There will be a gentle transition so that pupils can become familiar with the routines – most will be familiar to them, however some will be new due to the current restrictions that apply. Rest assured we will be there to help them understand. It will then be important that we get back to what our main focus should be, providing the best education for them in a climate in which they can learn.

### **Contingency plans**

We have tried extremely hard to provide for every eventuality, however we cannot predict what will work effectively and there may need to be adjustments. Please be aware that by ensuring that you stick to **all** of this guidance will make our job easier. We have tried to remain as close as possible to timings that are already in place. If parents fail to support the school in all of these efforts, then we will have to revise our plans accordingly. We want to work together and feel that parents support our endeavours. It will be very difficult to cater for children who arrive late or who are not picked up on time. I am very aware that some of these measures may appear difficult to follow, however I urge you to do your best as we have all had to adjust to new procedures. Advice given is that this virus may be with us for a very long time.

Thank you for your continued support and we look forward to welcoming all of the children back to New Hall this week.

Mrs Hanks and all of the team at New Hall