



**Greatham**  
CHURCH OF ENGLAND  
Primary School

Dear parent/carers,

**Please make sure you read all communications carefully as they will contain vital information and updates concerning the operation of school.**

We are already looking forward to September when we can welcome back all the children to school. We have been busy planning how this will happen while minimising the risks to the children and staff due to the coronavirus pandemic. I want to explain some of the changes you and your children will experience coming back into school.

This information is in line with the governments guidance for school and has been risk assessed to ensure the risk of infection is as low as possible, but we cannot reduce the possibility of infection completely. From September, attendance at school is **compulsory**.

### 1. Start and End of the School Day

I must stress the importance of **dropping off and collecting children at the allocated time**. Drop off and collection of the children has been specifically planned in line with our risk assessments. We would suggest only one person collects and drops off your child(ren). We also ask that your child(ren) wash their hands thoroughly before they come to school.

Class	Start Time	Finish Time	Location
1	8:45am	3:05pm	Class 1 Gate
2	8:45am	3:05pm	Playground Gate
3	8:55am	3:15pm	Playground Gate
4	9:05am	3:25pm	Playground Gate

#### Start of the Day

When you arrive at school, you will queue outside the school gate. We ask that you follow the social distancing guidelines at all times. 2 metre lines will be marked on the fence and floor. When you get to the front of the queue, your child will be called into school. Please note that parents/carers of Class 1 children will not be allowed into the classroom to assist their child in removing their coat. If you have a child in Class 1 and 2, please drop your child off at Class 1 first then walk round to the Class 2 drop off point.

#### End of the Day

Due to the staggered end times, if you have children in more than one class, you will have to collect them at different times. We ask for your understanding with this. You can collect the youngest child first then wait in that location for your older child(ren) to finish, following social distancing at all times. If you have a child in Class 1 and 2,

please collect your child from Class 1 first then walk round to the Class 2 pick up point.

Class	Pick Up Location
1	Queue at the Class 1 gate
2	On entering the playground, please stand on the right-hand side.
3	On entering the playground, please stand on the left-hand side.
4	Queue up outside the main playground gate.

Once you have collected all your children, we ask that you leave the school grounds straight away.

If you are late to drop your child off or pick them up, we ask that you go to the correct location when you arrive and observe social distancing. If the gate is closed when you are dropping off, you should bring your child to the front office where a member of staff will collect them from the door and take them to class.

Children will be expected to wear full school uniform from September. We also ask that your child only brings a coat, water bottle and their book bag (containing only essential items e.g. reading book, spellings and homework).

## 2. Breakfast and After School Club

From September, we will be able to offer our wrap around care again. Specific information regarding this has been sent out separately. If you require wrap around care and have not received this information, please contact the school office.

## 3. In the Classroom and Around School

To reduce the risk of infection, the children will remain in class bubbles during the school day and will not mix with any other classes. The table below shows which members of staff are in each class bubble.

Class	Teacher	Teaching Assistants
1	Miss Inman	Mrs Corner, Mrs Moppett
2	Mr Piper	Mrs Boddy, Mrs Warren
3	Miss Mullen/Miss Anderson	Mrs Sotheran
4	Mrs Richardson	Miss Cook

When Miss Mullen goes on maternity leave, we will welcome Miss Anderson to Greatham. There will be some transition time so the children can get to know Miss Anderson before she starts in October.

To further reduce the risk of infection, the following are some of the measures we are taking in the classroom.

- In classes 2, 3 and 4, children will be seated side by side facing forward rather than face to face.

- Children will be encouraged to maintain a social distance and not touch staff and their peers where possible.
- Individual resources will be given to the children for only them to use (e.g. pencil, colouring pencils, rubber etc...).
- Any other resources the children may need to use will be carefully selected to ensure they can be cleaned after use.
- Hand washing will take place at the start of the day, after play time and lunch time and before the children go home as well as the other usual times the children would wash their hands. We also have hand sanitizer gel stations in all classrooms.
- Markings are on the floor in the corridor to help the children keep their social distance when waiting to wash their hands or go into dinner. Only one class at a time will be in the corridor.
- At playtime, the children will have a section of the field to play in with their classmates. If the field is wet, use of the playground will be on a rota basis.
- Children in Class 1 will have their playtimes in the Class 1 outdoor area.
- At lunch time, we will utilise both halls to provide a hot meal for all the children while limiting the number of children in the same area. They will remain in their class bubbles during this time.
- Staff will not be available to speak to on a morning or after school. If you would like to speak to a member of staff, please contact the office and the member of staff will contact you as soon as possible.
- Acts of collective worship will not take place on a whole school level but in class bubbles within the classrooms. This means that class worships where families are invited will not take place until the guidance from the government changes.

All classes will complete work to support the children's mental health and well-being to help them cope with the difficult time we have all been going through. As the children have missed out on school for an extended period of time, the staff will work tirelessly to ensure your child catches up in their learning as quickly as possible but in the same engaging, exciting way following a broad and balanced curriculum.

#### **4. Physical Education**

In line with government guidance, all PE lessons will take place outside. On the day your child has PE, they will attend school in warm, outdoor PE kit such as tracksuit bottoms, sweatshirt/zipped sport jacket with no hood and trainers. You will be notified by your child's class teacher of which day this will be.

Pupils will be kept in consistent groups and sports equipment will be thoroughly cleaned. Contact sports will be avoided.

#### **5. The Office**

We need to reduce the amount of people in the front office and ask that you contact school via phone if you need to speak to Mrs. Hill. The correct amount of dinner and breakfast and after school club money should be sent in a brown envelope and given to the class teacher by your child.

## 6. If Your Child has Symptoms

Our school will have access to PPE but this will only be in the event a child is displaying symptoms of Covid19. If this happens, they will be isolated from the other children and you will be contacted to collect your child as soon as possible. I must stress that if you or your child is displaying symptoms, they **must self-isolate** in line with government guidance. Remember the current list of symptoms are:-

- High Temperature
- New, continuous cough
- Loss or change to your sense of smell or taste

Please also ensure you do not send your child to school for 14 days if anyone in your household has the above symptoms. **We strongly recommend that if anyone in your household shows any of the above symptoms, they get as test as soon as possible.**

All of the above is subject to change in light of any changes to government guidance. We recommend that you talk to your child(ren) about the changes to expect in the classroom and around school so they have an idea of what it will be like September.

As a school, we will follow the guidance with the health, safety and wellbeing of our children and staff being paramount at all times.

Thank you again for your patience and support during this challenging time.

Yours sincerely,



Mrs N Dunn