

Wednesday 4<sup>th</sup> November 2020

Dear Parents/Carers,

I am writing to you today to follow up the email I sent out to parents on Monday 2<sup>nd</sup> November.

Although we have not yet had any new advice from the government or DfE we are going to be making some changes to our COVID-19 Secure plans. We may receive additional guidance over the next few days in which case we will adapt and change if needed to ensure we are working within all the relevant guidelines. The following changes will be put in place for Thursday 5<sup>th</sup> November:

#### Start of the School Day

This is to reduce the number of adults on the school premises, at the front of the school and walking onto the playground. By reducing the number of adults we are trying to encourage and enable more social distancing on the school premises. If you have children in different year groups please arrive at school for the youngest child's start time and leave the older children by the entrance for their year group. There will be members of staff available at all entrance points to help and guide you to the correct entrances. This information will be shared with the children on Wednesday so they understand what they need to do.

| Time   | Year Groups   | Place  | Adults  |
|--------|---|--|---|
| 8.40am | Nursery and Reception Classes<br>(Foundation Stage) | Foundation Gate                                  | Handed over to adult at the gate                |
| 8.40am | Y1 & Y2   | Main entrance Gate                               | Can be escorted onto top playground by 1 adult  |
| 8.50am | Y3 & Y4   | Front Reception Door                             | Children enter independently through the school |
| 9.00am | Y5 & Y6   | Side Gate (between the hall doors and Seedlings) | Children enter independently                    |

#### End of the School Day

There are no changes to the end of the school day.

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Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

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### Face Masks

Members of staff who are outside with parents, carers and visitors will be wearing face masks. This is so we can reduce the likelihood of spreading the virus before coming into school. Once in school staff members will remove their masks as there is no change to the guidance of wearing masks in school. Any parent, carer or visitor to the school will be asked to wear a face mask while on the school premises. This includes when bringing and collecting children to and from school. The area outside is part of the school premises so anyone coming inside the maroon gates and fences will be required to wear a face mask. If you have a medical condition that prevents you from wearing a mask please contact the school office so that we know.

### Lunch Times

We will be making use of our Cherry Hall, once again, for school lunches. KS2 children who bring a packed lunch will be eating their lunches upstairs in Cherry Hall while hot dinners will be eaten downstairs in Beech Hall.

### School Office

Parents and carers should not approach school staff at the start and end of the school day. All communication should go through the school office, preferably by email or telephone. Letters and forms will be quarantined for 72 hours before they are opened. Only one visitor should enter the main reception at any one time, and all adults will be asked to wait outside when the Y3 & Y4 children are coming into the school.

### Wrap up Warm

As the weather is turning colder we now have our heating on in school. However, following the guidance we need to make sure that the classrooms are kept well ventilated which means that we are opening more windows for longer periods of time. The children need to come to school in school uniform but can bring additional jumpers, scarves etc to put on in class if they want to.

### After School Clubs

After school clubs will continue as usual until further notice.

### In School Changes

There are a number of in school changes that will be made, such as the one way system and reducing contact between staff but these do not affect you directly.

This is all so new to all of us and we will continue to review and evaluate our COVID-19 School Risk Assessment every two weeks or sooner if there is a need to do so or any further Government or ODBST guidance and will keep you up to date with significant changes. You have been very patient and very supportive over the last few months which we are all very grateful for. We will continue to keep the school as COVID secure as possible and maintain a positive environment for your children.

Yours sincerely,

Lorraine Quirk

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