



August 2020

Dear Parents and Carers,

I hope you and your families have had an enjoyable summer. We are all looking forward to having all the children back to school, so we can get back to some sort of routine in a safe and secure way. My continuing aim is to make the school as safe as possible for our staff and our children whilst being able to offer our pupils the best opportunities to learn, to catch up on anything they have missed and to experience a broad and ambitious curriculum here at GHPS.

I wrote to you in July outlining the measures both you and the school will take to keep us all safe, I have put a reminder of these within this letter.

I appreciate that this is quite a lengthy letter and I have split it up into the following areas which all include updated information so **please read each section very carefully** so you can play your part in keeping us all safe.

- Arrival and collection procedures
- Checklist for being school ready for WEDNESDAY 2nd SEPTEMBER
- The actions both home and school will need to take to help keep us all as safe as possible.

I know some children will be anxious about the return to school. Our experience, from last year, has shown that this anxiety disappears very quickly once in school. Please continue to reassure your child that all children across the UK are returning to school, and that they will be safe at school. Please be aware that our staff will not be able to come out to reassure children, or support in bringing them into school. If your child does start to refuse to enter the building please find a safe spot to reassure them, given time they should come into school independently.

I want to evaluate how things go in the first 3 days of the term and then adjust anything that needs to change so please continue to be flexible and supportive with our plans as you have been since the pandemic started.

This is a new experience for us all and we would like to thank you for all you have done so far to support both your child and the school. Your kind words have really helped the team at school, who have remained working throughout this crisis to provide support and learning for our community.

I am looking forward to seeing you all soon.

Kind regards,

Richard Ferris
Headteacher

Arrival & collection procedures:

- Only one adult per family please.
- Please do your very best to arrive at the correct time – this will really help us!
- Please do not arrive early – we must not crowd the gates, pavements or the playgrounds.
- If you have children in multiple years then please arrive at the earliest time slot and then move to wait by your next child's classroom doors.
- Please do not enter the school office area unless absolutely necessary – if you do arrive late and the gates have closed please go around to main reception and wait there - do not enter unless reception is empty. Please be patient and be prepared for a potentially long wait if you are late.
- Children will need to stay with you when on site – please no running ahead or running about. Please keep distanced from all other families and school staff.
- Please walk directly to the class waiting areas - there are distancing markers by class doors – please use these to help manage the distance between your family and others.
- Children will need to walk independently into the classrooms when called forward by their teacher – please say your goodbyes at a distance from the door.
- Teachers cannot hold conversations at the door as they need to be concentrating on managing the situation safely – if you have messages please email them into the school or give your child a note to hand in. Please do not use pupils school diaries for communicating parental messages.
- On collection please arrive on time and wait in the marked areas outside the class doors – please stay away from the classroom windows and doors. The children will be sent out one at a time – and again sadly we won't be able to have conversations at the door, please understand as the teachers will need to be carefully monitoring the situation.
- We will keep all arrangements and timings under review.

These are the arrival times for year groups:

8.40 to 8.50: Years 1&2 and 5&6 and Nursery

8.50 to 9.00: Years 3&4 and Reception

These are the collection times for year groups:

Year 5&6: 3.00 – 3.05 pm

Year 3&4: 3.10 – 3.15 pm

Year 1&2: 3.00 – 3.05 pm

Reception: 3.10- 3.15 pm *

Nursery: 11.30-11.40 am

*Reception parents please follow the timings as shown in your introduction booklet :

https://www.greathollandsprimary.co.uk/_site/data/files/documents/GHPS%20New%20F2%20Parents%202020%20KW.pdf

Checklist for returning to school:

- Children should be in their normal **FULL SCHOOL UNIFORM including smart black school shoes** : <https://www.greathollandsprimary.co.uk/page/?title=School+Uniform&pid=27>
Uniform does not need any special laundering and should be washed as usual – we would ask that you have plenty of school uniform to ensure you can rotate clothing frequently.

*I am aware that school uniform suppliers are having difficulty in getting 'branded' orders to some parents, if your order doesn't arrive before school starts - please opt to use plain school uniforms / jumpers available from most stores / supermarkets or online. Our supplier, Brigade, have said "We anticipate getting all pre deadline orders to parents by 14th Sept at the very latest."
- Children should come each day with one normal school rucksack / backpack (**No large bags/fashion handbags**) containing:
 - their lunch - either a disposable lunch or in a plastic lunchbox, if possible, please.
 - their named water bottle (taken home and cleaned each day) we suggest have a few spares too!
 - their home learning diary – this will be for children to make notes in about home learning, times tables scores etc and for you to record reading at home. THIS IS NOT TO BE USED FOR COMMUNICATION WITH THE TEACHERS. Please continue to use email or a separate note to be given to the teacher by the child.
 - Please do not allow other items to be brought into school from home, no attachments to be placed on bag, e.g. key rings / pom-poms etc.
 - Year 3-6 only - it would be helpful if you could provide a simple plastic pencil case for your child which will remain at school and that child will have sole access to. Here is an example: https://www.amazon.co.uk/Helix-Large-Pencil-Assorted-Colours/dp/B000ELY112/ref=sr_1_25?dchild=1&keywords=clear+pencil+case&qid=1594806156&sr=8-25 *(Fabric pencil cases and other accessories are not allowed. Please monitor your child's bag).
- On their first day, children should also bring in their GHPS PE kit in a **separate drawstring bag**, this will remain at school for the half term and can be sent home earlier on request

School lunches: For Reception and Year 1&2

- We are planning to offer the normal lunch menu for pupils in EYFS and KS1. Parents will need to order online if they wish their child to have a lunch provided. No ordering can be undertaken in school. Along with most schools in Bracknell, we have a new catering contractor running our school kitchen and as soon as they have their new system ready to go the school office will write to you with more information regarding ordering online.

School lunches: For Years 3-6

- To start with we cannot offer hot school lunches to years 3-6 but can offer packed lunch options from the school kitchen for those who order them online before-hand and for no cost to pupils entitled to free school meals. We will keep this under review.

Snacks for breaktime

- As you will know we provide fruit for pupils in Reception and Year 1&2, we expect this to continue as normal.
- A reminder that **free fruit is not offered to pupils in years 3-6** and your child is welcome to bring in a healthy snack for break time – this is expected to be fruit or a healthy alternative. Remember we are a nut free school.

Actions we will all take to help keep our school as safe as possible.

It is vital that you read the information below so you can be fully prepared and know what to expect when we re-open. In bringing your child to school you are agreeing to follow our guidelines.

We will take proportionate, protective measures that also ensure pupils have access to high quality education. We will follow the recommend hierarchy of control measures, in broad terms these are:

- A requirement that people who are ill stay at home
- Robust handwashing for staff and pupils and good respiratory hygiene “catch it, bin it, kill it”
- Enhanced cleaning across the school and during the daytime too
- Engaging with NHS test and trace
- Reducing mixing within school by limiting mixing to classes / phase groups.

Actions we (the school and staff) will take:

- We will ensure, where possible, that children mix in consistent phase or class groups.
- We will have a two-tier segregation system –
 - Tier-1 is the class group: pupils in that class group will mix and interact whilst following good hand hygiene measures and other steps set out in our risk assessment. Pupils will play with their class peers and in their own areas of the playground.
 - Tier-2 segregation is across the year group or phase. At times pupils in the phase will need to work alongside each other to receive the best education for them. This will be kept to a minimum and where possible distancing will be maintained. This year / phase group will also access the same sets of toilets.
- No mixing will take place outside of these 2 distinct groups.
- Should we have an outbreak of COVID-19 at school we will evaluate this situation and decide whether individual classes need to be sent home or if the phase group (e.g. 5&6 or 3&4, or 1&2) needs to be sent home. We will act in consultation with the latest Government and Public Health advice.
- Where classes use shared areas – cleaning will take place between uses for example using tables at lunchtime or sharing PE equipment.
- We will reduce equipment in the classrooms, clear surfaces and remove fabric items such as beanbags and mascots. Movement around the school will be minimised, but brief passing of pupils in corridors is deemed a very low risk. Desks will be placed so that they face forwards.
- We will ventilate the classrooms as much as possible. Please make sure you child has a school jumper!
- Pupils and staff will follow frequent handwashing procedures and other good hygiene measures will be promoted. We have provided all classrooms with cleaning kits, hand sanitiser, pedal bins and supplies of tissues and cloth towels.
- Staff will maintain distancing from pupils when teaching, though at time they will have to work more closely with pupils, if this occurs they will aim to work side by side not face to face.
- PE lessons will take place outside when possible and coaches and PE staff will always maintain a strict 2m distance from pupils . Teaching assistants from within each class/ phase will work alongside PE staff and will be able to offer closer support to pupils if required.
- Lunchtime staff will either be allocated a class to work with or will maintain social distancing from the pupils, where possible.

- We have introduced and will maintain, more frequent cleaning of surfaces and equipment by both school staff and cleaning staff during the day and by our cleaning contractors out of hours.
- Classes will remain together at breaks and lunches, and when the children go outside they will have their own spaces to play in.
- We will limit the areas pupils can use and we will limit the use of outdoor play equipment to that group. Equipment will be cleaned or quarantined and rotated.
- All pupils, staff and their families will undertake COVID-19 testing, if showing symptoms.
- Pupils showing symptoms will have their temperature checked and be kept in isolation. Parents will be expected to collect **immediately** and follow guidance to undertake immediate testing.
- Parents will inform the school upon receipt of test outcomes so that the school can act accordingly to safeguard staff and pupils.
- If any member of a class tests positive for COVID-19, all members of the class will be required to self-isolate for 14 days unless we are advised differently by Public Health England.
- No clubs, events or gatherings will be permitted unless a separate risk assessment has been completed and signed off by the Headteacher.
- Our planning and risk assessments will be reviewed continually and adapted as we monitor the situation. Our risk assessments will be reviewed by Trust Leaders and by the appropriate Trustee committee.

Actions we ask you (the parents, carers and children) to take:

- Arrival to school will be **slightly** staggered and year groups will have an allocated time to arrive. We ask you make every effort to arrive promptly at your allocated time. **DO NOT ARRIVE EARLY TO SITE.**
- **Only one parent per family** will be allowed onto site
- For Year 6 children, walking to school independently, ensure they do not leave home too early and that they walk directly to school following government guidelines.
- Strict social distancing must be adhered to by parents when on site. 2m markings and a one-way system will be in operation and must be followed.
- On the way to and from school parents will ensure they follow the government's guidance for distancing.
- Families and pupils must not congregate at gates.
- Please park respectfully in the car parks and don't use the parking spaces in the flats especially around Cunworth Court. (I get so many complaints! – please help here)
- Conversations at drop off and pick up are strongly discouraged – please use email or notes to convey messages to the teachers. ghpsoffice@maidenerleghtrust.org – messages will be passed onto the teachers the same day. Please note you will not get a response unless requested.
- Access to the main school reception will be limited to one family at a time and 2m markings will maintain distancing whilst waiting for entry. All communications should be made by phone or email. Visiting the office must only be for reasons that cannot be resolved by phone or email.
- Do not bring your child or sibling to site if they have any symptoms of Covid-19 coronavirus: high temperature or new, continuous cough or loss or change to your sense of smell or taste.
- Parents will inform the school upon receipt of test outcomes so that the school can act accordingly to safeguard staff and pupils.