



July 2020

Dear Parents and Carers,

We are looking forward to welcoming all our children back to school in September. As you would expect we have been carefully preparing for the wider opening to all pupils.

Our main aim is to make the school as safe as possible for our staff and our children whilst being able to operate in a way that offers our pupils the best opportunities to learn, to catch up on anything they have missed and to experience a broad and ambitious curriculum offer here at GHPS.

We are planning to take proportionate, protective measures that also ensure pupils have access to high quality education. We will follow the recommended 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 excellent 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.

I would like to say how hugely thankful I am to all the children and parents who have been accessing the school site since we reopened to pupils in EYFS, Year 1, Year 5, Year 6 and key worker children. You have ALL been superb in working with us to respectfully follow our guidance with good grace and understanding - THANK YOU!

It is vital that you read the information below so you know what to expect, can be prepared, follow our guidelines and keep everyone safe. Everything we are doing is guided by the latest guidance from government about keeping everyone - children and school staff - as safe as possible. In bringing your child to school you are agreeing to follow our guidelines.

Actions we will take:

- We will ensure, where possible, that children mix in consistent class groups and where at times they may need to mix across their year or phase group, social distancing measures will be in place.
- 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 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.

- 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 your 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 times 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 maintain a strict 2m distance from pupils at all times. 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 have access to 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. We will also publish the risk assessment online.

Actions you will 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.** The arrival and collection times will be within our usual 8:40-9.00 and 3-3.15 time slots so they should not cause too much disruption to your day. These will be clarified nearer to the start of next term.
- **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.
- Conversations at drop off and pick up are strongly discouraged – please use email to convey messages to the teachers.
- 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.
- 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.
- Children should come each day with one normal school rucksack / back pack (**No large bags / fashion handbags**) containing:
 - their lunch / lunchbox – either a disposable lunch or in a plastic lunchbox if possible please.
 - their named water bottle (taken home and cleaned each day) we suggest to 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. Please note this is not a communication book and will not be checked daily. Please send communications via email or separate notes.
- 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. Please don't let your child be the one who is in the wrong kit!
- Please do not allow other items to be brought into school from home, no attachments to be placed on bags, e.g. key rings.
- Year 3-6 parents: it would be helpful if you could provide a simple plastic pencil case for your child which will remain at school and that your 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 or any other accessories are not to be brought to school. Please monitor your child's bag.
- Do not bring your child or their siblings to site if they have any symptoms of COVID-19: high temperature or new, continuous cough or loss or change to sense of smell or taste.
- September is a long way from now and we will update our guidance and risk assessments closer to the re-opening in September.

At GHPS, we recognise the importance of reducing contact between children and staff as far as possible and once the children are in their classes we know they will not be able to maintain social distancing. The government recognises this and have said:


"We know that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures:

- avoiding contact with anyone with symptoms*
- frequent hand cleaning and good hygiene practices*
- regular cleaning of settings*
- minimising contact and mixing"*

This is uncharted territory 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 support and kind words have really helped the team at school, who have remained working throughout this crisis to provide support and learning for our community.

If you have any further questions please contact the school via the school office email: GHPSoffice@maidenerleghtrust.org.

Kind regards

A handwritten signature in black ink, appearing to read 'R Ferris', with a horizontal line underneath.

Richard Ferris
Headteacher

