



2 March 2020

Dear Parents and Carers,

Following the Prime Minister's announcement last week, we are all looking forward to getting all the children fully back into school. 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, play and laugh together, and to experience our broad and ambitious curriculum here at GHPS.

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 MONDAY 8 MARCH
- 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 previous lockdowns, has shown that this anxiety disappears very quickly once in school.

I will continue to evaluate how things go in the first few days back and then adjust anything that needs to change, but our systems worked well before and because of your excellent ongoing support I am confident they will work.

I believe that it is in these four weeks before the Easter holidays that we need to be the most careful – we are so close to the end of this that I must ask you to continue to be flexible and supportive of our plans as you have been since the pandemic started. Please also be mindful of keeping strict distancing on the way to school and when on the playground.

Remember your actions will impact on our community, they will either support and reassure others or cause anxiety to other parents and children. Let's all continue to take supportive actions and look after each other.

- Please act as if you have the virus and keep apart.
- Please keep the pathways around the school clear by not arriving earlier than necessary.
- Please keep to your time slot and be patient and considerate to other site users.

Throughout everything, your kind words have really helped the team at school, who have remained working in really tough conditions 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

### 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 - 3.05pm

Year 3&4: 3.10 - 3.15pm

Year 1&2: 3.00 - 3.05pm

Reception: 3.10 - 3.15pm

Nursery: 11.30 - 11.40am

- We are now **KEEP RIGHT** not keep left on the playground – please follow the new signs.
- The entrance / exit gates have swapped. (Entrance gate is now near the library and the Exit gate is near Cunworth Court.)
- All site users over the age of 11 are asked to wear a face covering, unless exempt on medical grounds.
- 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, after 9.00am, please go around to main reception and wait there – do not enter unless reception is empty.
- 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 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.
- Please walk directly to the class waiting areas – **FILLING UP FROM THE FRONT** and keeping the walkways clear. There are distancing markers by class doors – please use these to help manage the distance between your family and others.
- 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 slowly one at a time – please be aware that we won't be able to have conversations at the door until all the children have been dismissed, please be patient if you need a quick chat.



## Checklist for Returning to School

- Please remind your child about the importance of keeping to the distancing rules at school and following the teacher's instructions carefully. We expect the children to be calm, focused and ready to learn. Above all, be positive and excited with them about the return to school. We can't wait to see you and the children all back on the 8th.
- 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>  
Try to have plenty of school uniform to ensure you can rotate clothing frequently. Please do your best to get school shoes, etc. but we do understand this might be difficult.
- Children should come each day with their lunch box / bag and one normal school rucksack / backpack (**No large bags/fashion handbags**) containing:
  - their named water bottle (taken home and cleaned each day) we suggest having 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 bags, e.g. keyrings / pom-poms etc.
- On their first day back, 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 will offer the normal lunch menu for pupils in EYFS and KS1. Parents will need to order online via the [SCOPay website](#) if they wish their child to have a lunch provided by our caterers. No ordering can be undertaken in school.

### **School lunches: For Years 3-6**

- We are able to offer school meals to pupils who are eligible for Free School Meals only.

### **Snacks for breaktime**

- As you will know we provide fruit for pupils in Reception and Year 1&2, this will 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.

**Morning and After-School Club** will operate as they did in the Autumn term and if your child regularly attended sessions previously, you should have already received an email regarding sessions when we return. If you need to book a place for your child, please complete this [Booking Form](#). Please also remember that we require at least 48 hours' notice for all bookings.



## **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 recommended hierarchy of control measures, in broad terms these are:

- A requirement that people who are ill stay at home
- Robust handwashing for all 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 Year or Phase groups
- Twice weekly testing for school staff

### **Actions we (the school and staff) will take:**

- We will ensure, where possible, that children mix in consistent phase or year 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 encouraged. 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 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.
- 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.



- 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.
- 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.
- 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:**

- Follow the guidance as published by the Headteacher.
- We ask you to 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.
- Continue to be patient as classes will be dismissed slowly and in turn.
- 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 the 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 are strongly discouraged – please use email or notes to convey messages to the teachers [ghpsoffice@maidenerleghtrust.org](mailto:ghpsoffice@maidenerleghtrust.org) – messages will be passed onto the teachers the same day. Please note you will not get a response unless requested. If you need to talk to the teacher please wait until all the children have been dismissed to have a distanced playground chat.
- 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 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.
- Parents will inform the school upon receipt of test outcomes so that the school can act accordingly to safeguard staff and pupils.