



GREAT HOLLANDS PRIMARY SCHOOL

Headteacher: Richard Ferris
BA(Ed) Hons, NPQH

Wordsworth, Bracknell
Berkshire, RG12 8YR
01344 424 911
ghpsoffice@maidenerleghtrust.org
www.greathollandsprimary.co.uk
@MEGreatHollands

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Start of Term Information – Autumn 2021

Dear Parents and Carers

I hope you and your families are all well and that you have managed to make the most of the summer break.

We are very much looking forward to welcoming everyone back to school this week and a special welcome goes to all the new families joining our GHPS school community. 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 and to experience a 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. **Please read each section carefully**, so you know what to expect on your return.

- Arrival and collection procedures
- Reminders for returning to school on THURSDAY 2nd SEPTEMBER
- Actions we will all take to help keep our school operating normally

On behalf of every member of the school team can I again please express just how much your kindness and support has meant to all of us. I would like to thank you for all you have done to support both your child and the school.

I am looking forward to seeing you all soon.

Kind regards

Richard Ferris
Headteacher

Arrival & Collection Procedures

From September we will revert to our normal arrival times. School starts at 8.50am and finishes at 3.15pm. We have a rolling start from 8.40 to 8.50am, this gives parents a 10-minute window to drop off in the mornings.

- *Teachers will only be able to open the doors at 8.40am if they have the correct staffing numbers present, please be patient if there are slight delays, especially in the younger year groups.*

Gates will open just before 8.40am and the entrance gate will close at 8.50am, after this time late arrivals will need to gain access via the main school office (please note there may be delays here so please be patient).

We continue to ask that only one family comes into the main reception area at any one time as it can become too crowded otherwise.

We will maintain our one-way system as before as this manages the flow of people on the site. The entrance gate is by the library and the exit gate is by Cunworth Court.

Please continue to keep your children with you when walking to and from the classrooms, please do not allow your children to play on any of the equipment either before or after school.

Again, we ask that when waiting to go into the classrooms the children stand with you and wait sensibly and then walk calmly into school when their doors open. This helps us set and maintain our high standards of behaviour and help the children have a positive and productive day at school.

In the mornings the teachers need to be focussing on the children in the classrooms – they cannot have long conversations at the doors – the best way to pass on urgent information is via a note handed to the teacher.

On collection, please arrive for 3.15pm and wait in the marked areas outside the class doors.

- *As before please keep well away from the classroom windows and doors as this can be a huge distraction to the children when they are getting ready to go home.*

At the end of the day the teachers need to safely monitor the children leaving, please be patient if this seems slow to you, it can be a complex process and it needs to be managed well.

The end of the day is a great time to catch up with the teachers, they love having a chat with you and are happy to answer any quick questions you have, please wait until all the children have been dismissed before approaching the teachers.

Reminders for Returning to School

- Children should be in their normal FULL SCHOOL UNIFORM including smart black school shoes ([click here to view details on our website](#))
- One normal school rucksack / backpack (No large bags/fashion handbags)
- Their lunch box/bag unless you have **pre-ordered** a school lunch beforehand
- A named water bottle (taken home and cleaned each day)
- Their home learning diary
- PE Kit – See note below

Please remember that the diary is for children to make notes in about home learning, times tables scores, etc. and for you to record reading at home. It is not to be used for teacher / parent communication. 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., keyrings / pom-poms, etc. as they do break and get lost 😞

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. It is important your child has the correct PE kit, so they don't get embarrassed about being in the wrong clothes please check the link here: [Our School Uniform](#)

School lunches

We are planning to offer the normal lunch menu for all pupils. Parents will need to order online at <https://www.scopay.com/login.html> if they wish their child to have a lunch provided. No ordering can be undertaken in school. If you have not already activated your child's SCOPay account to order their school lunches, please email the school office who will be able to send your activation information to you.

- *Please note that parents of our new Reception children will receive their activation letters at their Parent Information Meetings.*

Snacks for breaktime

We provide fruit for all pupils in Reception and Year 1&2, you may of course provide your own fruit for your child, should you wish.

Please remember that fruit is not provided 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. Please remember we are a nut-free school.

Actions we will all take to help keep our school operating normally

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, avoid staff absences and keep the school open.

Mixing and ‘bubbles’

It is no longer recommended that it is necessary to keep children in consistent groups (‘bubbles’). This means that pupils will now be able to go to learning groups with pupils from other classes. As well as enabling flexibility in curriculum delivery, this means that we can have assemblies in school again and children will be able to play with others in their year group at play time. We have been advised to prepare for the need to re-introduce ‘bubbles’ if directed to do so by Public Health England.

Tracing close contacts and isolation

Pupils being identified as close contacts of a positive case no longer need to self-isolate but are asked instead to take a PCR test. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Pupils are no longer required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

- *Please remember that symptomatic or positive pupils must not attend school.*

Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. We will continue to ask parents to keep a 1m+ distance from teaching staff to avoid us having staff absences that will impact negatively on the children’s education.

However, the government expects that masks are worn in enclosed, crowded spaces where you may come into contact with people you don’t normally meet, we may ask for masks to be worn in some situations where parents meet indoors.

Ensuring good hygiene for everyone: Hand hygiene

Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly, with soap and water or hand sanitiser. We will continue to have hand washing posters and reminders at sinks and across the school.

Ensuring good hygiene for everyone: Respiratory hygiene

The ‘catch it, bin it, kill it’ approach continues to be very important, and we will continue to promote this with lessons, reminders and posters.

Ensuring good hygiene for everyone: Use of personal protective equipment (PPE)

Most staff in schools will not require PPE beyond what they would normally need for their work. PPE will be made available to all staff should they wish to use it. PPE is to be used when dealing closely with a symptomatic pupil or colleague.

Ensuring good hygiene for everyone: Maintaining appropriate cleaning regimes

We will maintain our enhanced cleaning regimes, before, after and during the school day.

Ensuring good hygiene for everyone: Keeping occupied spaces well ventilated

We will balance good ventilation requirements with the need to have an acceptable teaching and learning environment. We will identify and monitor any poorly ventilated spaces and take steps to improve fresh air flow in these areas.

We will open external windows to improve natural ventilation whilst balancing the need for increased ventilation with maintaining a comfortable temperature. Please help by ensuring your child has a school jumper.

Actions when an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and parents should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, if they are required to quarantine).

If anyone in our school develops COVID-19 symptoms, however mild, we are required to send them home, parents are asked to collect immediately and should follow public health advice. Siblings are not required to go home at this point.

Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.

If a pupil is awaiting collection, they will wait in a dedicated Covid waiting space. A window will be opened for fresh air ventilation. Staff will use appropriate PPE if close contact is necessary. Any isolation rooms used will be cleaned after they have left.

Parents who disagree with keeping a symptomatic pupil at home

In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, we will use our legal right to refuse admission.

Asymptomatic testing

School staff can undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed by the government.

Clinically extremely vulnerable (CEV) children

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Attendance

School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Time off for holidays will always be refused and will lead to a fine by Bracknell Forest Council. This is usually £120 per child.

Remote education

We will continue to support those pupils who have tested positive for COVID-19 to learn from home if they are well enough to do so. We will work with individual parents to offer the most suitable remote education for your child on a case-by-case basis.

Assessing the ongoing risk

Our planning and risk assessments will be reviewed continually and adapted as we monitor the situation. Our risk assessments will be reviewed by the Headteacher and by the appropriate Trustee committee.

Actions we ask you to take

- Do your best to arrive at the correct times.
- Give other parents the space they need.
- Be conscious of other people's worries and concerns and continue to be considerate of other people's needs.
- Please follow the one-way system as this helps manage the flow of people on site.
- Please keep your children with you before and after school, do not let them play on the equipment or run around the playgrounds.
- For Year 6 children, walking to school independently, ensure they do not leave home too early and that they walk directly to school
- Please park respectfully in the car parks and do not use the parking spaces in the flats especially around Cunworth Court. (I get so many complaints – please help here!)
- Conversations at drop off are discouraged – please use email or notes to convey messages to the teachers. Emails should be sent to ghpsoffice@maidenerleghtrust.org and they will be forwarded to the relevant teachers.
- Access to the main school reception will be limited to one family at a time - please be patient.
- Do not bring your child to school if they have any symptoms of COVID-19: 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.
- Continue being understanding and supportive to the teachers – your smile and kind words really do make a difference!