



'We can and we will'

GLEBE PRIMARY SCHOOL

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Dear Parent/Carers

I am writing to outline our plans to re-open the school to all pupils in accordance with Government guidance from Thursday 3rd September.

I have read and digested all the guidance from both local and central government and have met with our Health and Safety advisors and I am now in a position to share our plan for full opening from September. This plan is underpinned by the need to prioritise the safety of all whilst also bearing in mind that school should be operating as close to normal practice as possible.

It is clear in the most recent guidance that more freedom is being given to Head Teachers to plan what works best in their schools and, as our partial re-opening has been so successful, I will retain some of these procedures for September. I would like to thank the children and parents for adhering to our procedures so strictly and to the staff who have been instrumental in its success. However, there have been some requirements, which the government have made clear, all schools have to adhere to such as: staggered starts and end of the days; undertake a new risk assessment for September, ensure strict hygiene routines are continuing and minimising contact between the bubbles and staff.

As I've mentioned before, these are unprecedented times and as such we have had to implement unprecedented measures, including changes to the start and end of the day amongst other things. I fully appreciate that the different timings may be inconvenient for some but in the current climate, everyone's health and safety overrides convenience.

I apologise for the length of this letter, so you may want to make yourself a cuppa and settle down to read it but I hope it will give you a comprehensive guide to how things will be in September.

Staggered Start and Finish Times:

The introduction of staggered start and end to the day means that we can control the number of people entering school property at any given time. You will notice that the letters of the alphabet are mixed and not necessarily in order. We have calculated the number of families with surnames of each letter and with the order below, we can ensure a maximum of 130 families are entering the premises at each of these times. Please adhere to your time and do not arrive early or late as this will place you, the children and staff at risk.

8.40 am	A, B & H	2.50 pm	A, B & H
8.50 am	C, D, I & P	3.00 pm	C, D, I & P
9.00 am	Q, S, T, U, V & W	3.10 pm	Q, S, T, U, V & W
9.10 am	E, F, M, O, R, Y & Z	3.20 pm	E, F, M, O, R, Y & Z
9.20 am	G, J, K, L & N	3.30 pm	G, J, K, L & N

You will be expected to stay 2 metres away from any adult, whilst on school property and only 1 adult may pick up a child from school. If you break the rules and do not adhere to 2 metre distancing your child will not be allowed to come to school the following day.

Maps:

Attached with this letter are the maps of access to the school which includes a one-way system.

- Nursery Gate Entrance: Nursery and Year 2
- Pedestrian Gate (near staff car park): Years 1, 3, 4, 5 and 6.

There will be clear signage and staff will be on hand to guide you to the correct pathway (which will be colour-coded and painted on the playground). Parents are asked to exit via the main entrance.

We will be operating a one-way system within the school building for the staff and pupils to follow to avoid crossing paths in corridors during the school day. We ask that you strictly follow the markers guiding you through the school grounds. This unfortunately means, you will not be able to take your child to the class door. This also means you will not be able to speak to the class teacher at the beginning or the end of the day. However, they will be reachable through Class Dojo or through email via the school office. I am sure you appreciate, that during lesson time we want the teachers' focus to be on the children. Therefore, they will not be able to contact you immediately but they will endeavour to do so at their earliest convenience.

Teaching Time:

The Government have been clear that they want schools to stagger the start and end of the school day but do not want a reduction in teaching time. Therefore, our plans include the arrival at intervals (based on the alphabet so siblings can arrive together and there is not a 'pinch point' in any single year group at any given time) but with the contingencies we have put in place during the school day, means that teaching time remains the same as pre-lockdown. For example, we will not be able to have assemblies from September due to the need to reduce the number of children coming into contact with each other. Assemblies account for 2 hours per week; this time will be redirected towards teaching and learning within the classroom. We have also shaved some time off playtimes and lunch time, again as these will be in year group intervals, although this will still give children ample time to eat their lunch and play. Therefore, your children's access to teaching time will not be affected by the start and finish times we have planned.

Pods/Bubbles:

The latest guidance has given Head Teachers flexibility over the pod or bubble size to suit the needs of the school. After consulting with our Health and Safety advisors, we have decided to group children within their year group bubbles, as this means we will be able to deliver the vital interventions; the catch up programmes and ensure that all children are able to have outside breaks. As a result, the children will be able to socialise with their peers at break and lunchtimes, as long as they stay within their year group. We will not be setting any of the children, at the beginning of the year, to allow the children to get to know the staff and re-acustom themselves to the systems we have in place and actually being back at school.

Playtimes/Lunch Times:

We will continue to utilise the outside space as much as possible and the zones that were put in place for the June partial re-opening will continue to be used to facilitate year group play pods and prevent the mixing of different year groups. Lunchtimes and playtimes will continue to be staggered to ensure children have enough space to play.

Visitors in School:

We ask all parents to continue to contact the school via telephone or email to avoid face to face contact unless strictly necessary. Meetings with parents will be by appointment only and all visitors – parents and visiting professionals - will be required to have their temperature checked and to wear a face covering whilst in school, unless 2 metre distancing can be maintained.

Unfortunately, we will be unable to accommodate any volunteers working within the school at this current time.

Wraparound Care:

In theory we can provide wraparound care but it has to be the same children each day consistently, i.e. **the same children have to attend both provisions each day**. Unfortunately, we cannot have some children just accessing breakfast club but not after school club or vice versa. It has to be both or nothing.

Due to social distancing and restricting the number of children who can come into contact with one another, we have had to reduce our numbers for both breakfast club and FunZone. In addition to this, for safety reasons, we have only been able to accept bookings for both provisions for 5 days per week (we cannot have part time attendance due to be able to track and trace children as per the DfE guidance).

This is subject to change if DfE guidance changes and provisionally we will review this at October half term.

Extra-Curricular Clubs:

I understand that some of our providers are contacting parents directly to inform them of their online sessions that can be accessed from home by the children who sign up and pay. In terms of sports clubs, CP Soccer will be running clubs on school premises in year group pods rather than crossing year groups. I understand that this information has been shared with parents who can book places for early September. PSD, who run additional sports clubs, will also run their sessions on school premises but these will be delayed until we see how the organisation of the 'new normal' is working.

PE Kits:

From September all pupils will have to wear their PE kit to school on the days their class has PE to avoid keeping their kits in school. The children will stay in their kit all day and it can be washed before their next PE day. Please ensure that long hair is tied back and earrings are either removed or surgical tape is supplied so that they can cover them. Due to the Covid-19 restrictions, the hall will be out of use for PE. Therefore, the children will be outside for both sessions of PE. This means that as the weather becomes colder, the children can wear the school-approved black jogging bottoms and they must have with them their Glebe sweatshirt to wear over their House coloured T-shirt. They will not be able to wear their usual school jumper or their usual school T-shirt. On all other days, the children will be expected to wear full Glebe uniform. It is vital that the children bring with them a waterproof coat every day.

Lunches:

We ask that one the first two days of the new school year, children either bring in a packed lunch from home or that you pre-order a packed lunch option from The Pantry. From Monday 7th September, you will be able to order a hot meal option from The Pantry which will come in a disposable tray with disposable cutlery. Only children in Reception will be eating in the hall for the time being. All other year groups will be eating their lunch within their classrooms, again, to avoid mixing pods.

Whilst children in Reception and KS1 are entitled to Universal free-school meals, they will not be able to receive their lunch unless it is booked in advance through The Pantry.

Trays and Stationery:

Your child will have a named tray under their chair within the classroom that will house their lunchbox (if brought from home) and water bottle during the school day. We ask that children take their water bottle and lunchbox home each afternoon. We also ask that every child (from Year 1-6) brings a fully stocked pencil case to school with them, this is to avoid children having to share equipment within the classroom setting. This will also be kept in the tray under their chair and can be kept in school all the time.

Within the pencil case they should have:

- HB Pencils x 2
- Pack of coloured pencils
- Felt tip pens
- Glue stick (which dries white/ clear)
- Eraser
- Sharpener.
- A 30cm ruler
- Those children who are in years 5 & 6, may also bring in fine gel pens, or fine liners, for when they are annotating texts in class.

In EYFS, we will be supplying individual packs of equipment for the children to use throughout the day.

In all years, we ask children **not** to bring in rucksacks or book bags.

Play Equipment

Again to minimise equipment being shared throughout the day, we are asking children to bring in from home they would like to use at break/ lunch. These might be: footballs, tennis balls, plastic cricket bats, skipping ropes, tennis rackets, old-fashioned playground games, colouring books. Trading games are still not permitted neither is electronic equipment such as games consoles, mp3 players, remote control cars etc.

Behaviour:

We have had to update our Behaviour Policy to take into account our new procedures and will be strictly adhering to it. I am sure you have all already spoken to your children about the importance of personal hygiene, and this is more important now than ever. Please remind them and, for the children in the earlier years, perhaps practise how to cough and sneeze into a tissue or elbow to reduce the risk of spreading the virus. If your child bites, licks, scratches, purposely coughs or sneezes on someone, then they will be excluded for a day. If this behaviour persists, then we will have to take further action.

Mobile Phones and Walking Home Unattended:

Until further notice we ask that all older pupils are collected from school at the allocated time and are not permitted to walk home alone. To this end, the children will not need to bring a mobile phone into school.

Contingency Plans:

We have also been asked by the Government to create a Plan B in case of local lockdown or if a pod has to self-isolate following a confirmed case. We will be ready to upload the home learning in the same way as currently including the 'how to' videos, etc. and it will follow what the children would be doing if they were in school.

In the Event of a Confirmed Case in School:

As per our risk assessment, if someone tests positive for Covid-19, the individual will have to self-isolate and all members of their pod (including staff), their family and anyone else they have come into contact with will have to self-isolate for 14 days.

Homework:

From September, all homework will be uploaded onto the blogs rather than in books. As before, homework will be set on a Wednesday to be sent back in via the child's portfolio on Class Dojo, by the following Monday.

Reading Books:

We will be able to send reading books home with your child, during the week, so they can continue to practise reading at home. However, on a Friday they will be left at the school so that they have been isolated for a period of time before they are being handled again. We will be sanitising them on their return to school. The reading records will also be going home as usual but the staff will be writing their comments on labels to be stuck onto the page so that they do not need to handle the reading record themselves.

Toilets:

Children will continue to be escorted to the toilets by an adult to reduce the numbers of children gathering together in one place.

Cleaning & Hygiene:

We will continue with the increased cleaning throughout the school day and after school. The children will wash their hands regularly with soap and water as well as the use of hand sanitiser throughout the day.

We will continue with daily reminders about hand hygiene, sneezing into tissues for "Catch it, Kill it, Bin it" or into their elbow, keeping within their bubbles and to social distance where possible.

Water fountains and climbing equipment will remain out of use.

Communication:

I may need to make additional changes or adjustments once the re-opening is up and running when the children come into school and you will be informed of these as they happen via email or newsletters.

Thank you for your continued understanding and support at what has been an incredibly challenging time for us all.

Kind regards

M. Penney

Mrs Penney
Head Teacher

