



'We can and we will'

GLEBE PRIMARY SCHOOL

Head Teacher: Mrs M Penney MA, BA (Hons), PGCE

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Tel: 01895 462385

Web: www.glebe.hillingdon.sch.uk Email: office@glebeprimary.org

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Dear Parent/Carers

I am writing to outline our plans to re-open the school to all pupils on Monday 8th March in accordance with Government guidance.

As our full re-opening was a success in September, we will continue with the procedures we introduced then. This includes the staggered start and finish times as well as continuing to ensure strict hygiene routines are maintained and minimising contact between the bubbles and staff.

Our risk assessment will be as it was in September and has been devised in conjunction with our Health and Safety advisors. The plan continues to be 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.

As I've mentioned before, these are unprecedented times and as such we have had to implement unprecedented measures, including the staggered start and finish times and, although I fully appreciate that the different timings may be inconvenient for some, everyone's health and safety overrides convenience at present.

Staggered Start and Finish Times:

For ease and to avoid confusion, we have kept to the same timings as the Autumn term. Please adhere to your time and do not arrive early or late as this will place you, the children and staff at risk. That said, you have a 10-minute window, so please use the time sensibly to avoid a rush at the start of the time slot, e.g. if your surname begins A, B or H, you can arrive anytime between 8.40 and 8.49.

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

As before, 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 wish to wear a face covering on the school premises, you are welcome to.

Entrance and Exit:

The entrance and exit will remain the same as before Christmas and the one-way system will continue. As was the case previously, you will still not be able to take your child to the class door. Please do not stop and speak to staff as you walk through as this causes congestion.

Communication:

Please continue to communicate with the class teacher via Dojo if you wish to inform them of something. As ever, 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. Please note that staff will not reply to messages sent at the weekend or during school holidays.

Bubbles:

As before, the children will be grouped in a year group bubble which enables us to deliver vital interventions, catch-up programmes and ensure they are with their friendship groups at play times.

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 September 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.

Until the Easter holidays, we will be timetabling more opportunities for play and social interaction for the children. Through the conversations staff have had with families, the limited social interactions the lockdown has enforced has had a negative impact on the children's wellbeing and this is something we want to address immediately.

Visitors in School:

We still ask all parents 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 are still unable to accommodate any volunteers working within the school at this current time.

Wraparound Care:

I have spoken with Craig Preston who runs the FunZone after school club and we are in agreement of the following:

Both Breakfast Club and FunZone will continue in the format we had before Christmas until Easter. For the time being, parents will still have to book the whole week.

However, after Easter, in line with the next lifting of some restrictions and if cases in school stay low, both Breakfast Club and FunZone will be returning to ad-hoc bookings but with a maximum of 30 places. By keeping numbers low, we can still maintain KS1 & KS2 bubbles with approximately 15 in each bubble, which we could then maintain daily track and trace lists.

Unlike our September arrangements, parents **will not need to book both provisions.**

Extra-Curricular Clubs:

CP Soccer will resume from Tuesday 9th March and all courses are fully booked until Easter. Sessions are in the same year group format as before Christmas.

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.

At the time of writing this letter, I have not heard from other providers of extra-curricular clubs, but will keep you informed of when these will resume when I have the information to share.

PE Kits:

We ask that the children continue to wear their PE kits to school on the day their class has PE. This system has proved popular and actually an unforeseen advantage has been that the children are able to have their full PE session as time isn't taken up with changing (as you can imagine getting 30 five year olds changed into PE kits is no mean feat and fairly time-consuming!)

On all other days, the children will be expected to wear full Glebe uniform.

Lunches:

Don't forget to pre-order your child's lunch directly from The Pantry if you wish for them to have a school meal. Even though children in Reception and KS1 are entitled to universal free-school meals, they will not receive a lunch unless it is booked in advance through The Pantry.

Stationery:

Every child (from Year 1-6) should continue to bring a fully stocked pencil case to school with them, this is to avoid children having to share equipment within the classroom setting. This will be kept in their tray 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 continue to provide equipment and stationery for the children.

In all years, we continue to ask children **not** to bring in rucksacks or book bags. Plastic bags for life are permitted.

Play Equipment

Again to minimise equipment be shared throughout the day, we are still asking children to bring in from home they would like to use at break/ lunch. These might be: sponge or foam balls (not plastic or leather), 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 will continue to implement our updated Behaviour Policy to take into account our procedures. Again, as before, please use this time to reinforce to your children 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, spits, licks, 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.

In the Event of a Confirmed Case in School:

As per our risk assessment, if someone tests positive for Covid-19, the individual and their family will have to self-isolate as will all identified close contacts for 10 days.

For children who are isolating due to a confirmed case of Covid, work will be set via Dojo, however, please bear in mind the teachers will be actively teaching so this will be uploaded at the earliest opportunity.

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 will remain out of use for the time being.

Staff Testing:

All school staff are undertaking Lateral Flow testing twice a week.

Attendance and Assessment:

The DfE have made it clear that attendance from 8th March is compulsory for all pupils. Between the return and the Easter holidays, we will be assessing the children to help us measure the impact the last year has had on their learning and progress. It is vital that the children attend school during this time so we can assess them, gather the data so we can set up the interventions in ample time to address any shortfall in progress. Once we have the children's results, we will share them with you and then arrange a telephone parent consultation meeting to discuss and agree next steps.

Updates:

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

