



*'We can and we will'*

## **GLEBE PRIMARY SCHOOL**

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14<sup>th</sup> July 2021

Dear Parents/Carers

Plans for September

As promised, I am writing to you with details of how our procedures will look in September.

As you can imagine, with so many variables, we have had to plan various contingencies for September as, at the time of writing this, Covid numbers are rising but restrictions are due to relax. Plan A is the one we are going with from September (all being well) which is almost back to pre-Covid arrangements but with some slight tweaks as we've learned things along the way that work better than our pre-Covid arrangements. Plan B includes our original systems (pre-Covid) with no adjustments and Plan C is what is currently in place which we will keep in mind in case of further restrictions being added at a later date due to a spike in cases/lockdowns, etc. Please note that the following information and procedures will apply as long as Government guidance states that restrictions are relaxed.

### Plan A from 2<sup>nd</sup> September

#### Timings:

Start and end of day timings – there will be two drop off and two pick up times from September. 8.40am and 8.50am with the cut off for registration at 9am and 3.20pm and 3.30pm each day. Initially this will be temporary but I am considering making this more permanent to ease congestion and parking around the school if it is successful but will consult with parents on this. We will continue with the alphabet system and arrange it so the same number of children are arriving at the same time in both sessions to keep congestion to a minimum. This will apply to the whole school.

8.40am – A, B, C, D, H, I, P, S, T, U, V, W & Q

8.50am – E, F, G, J, K, L, M, N, O, R, X, Y & Z

3.20pm - A, B, C, D, H, I, P, S, T, U, V, W & Q

3.30pm – E, F, G, J, K, L, M, N, O, R, X, Y & Z

Please note: this may be subject to slight tweaks based on how smoothly it runs over the first week. Experience has shown us that the first few days are always a little chaotic as everyone gets used to the new systems, but that after a few days, everyone gets into the routine so we will not rush into changing it, but will closely monitor this.

Lunch times will go back to the original timings (EYFS: 11.30 – 12.30, KS1 12.00 – 1.00 and KS2 12.30 – 1.30). Nursery will continue to eat in the hut, Reception, KS1 and lower KS2 (Years 3 & 4) will eat in the hall with UKS2 (Years 5 & 6) eating in their classrooms.

Playtimes will be:      10.30 – 10.50 for EYFS, KS1 and Year 3  
                                 11.00 – 11.20 for Years 4, 5 & 6  
                                 2.15 – 2.30 for EYFS & KS1 on a Monday, Tuesday, Wednesday and Thursday

Start and end of day procedures – drop off and pick up:

Nursery, Reception and Year 2 will remain as it is currently, Year 1 the children will be dropped at the classroom door as in pre-Covid times. However, unlike with the current restrictions, parents will be able to stop and interact with teachers if necessary. Years 3 and 4 are to come onto the playground and go through the main double doors, through the KS1 corridor and up the stairs to their classrooms. Years 5 and 6 will come through the main entrance and straight up Staircase A. Please also see the map that has been sent out with this letter.

The end of the day will be the same, with Years 3 & 4 parents being asked to collect from the playground and Years 5 & 6 going through the main entrance. Parents of children in Year 5 and 6 can wait in the area as designated on the attached map or outside the school grounds to meet their child. Year 6 children can walk home as long as the child's class teacher has written permission in the form of a letter or Class Dojo message from the parent.

Please note: signage will be clear and staff will be on hand to direct you to where you need to go and wait.

School Office:

The school office will be open from September for parents to drop things off but we would ask that you continue to call in or email any requests or information you wish to share. This will help with congestion but will also give us a record of any request you have made so it can be passed to the relevant person. Please note, Class Dojo is the best way to be in direct communication with your child's class teacher and the timings will remain the same – please do not Dojo the class teacher after 5pm or at the weekends and please do not expect a response during lesson time as their priority will be teaching their class.

Volunteers:

We are hoping to be able to invite volunteers back during the autumn term. However, we will assess the situation in September and may be able to start this up again after October half term.

Assemblies/Productions/Parent Consultation Evenings:

Class Assemblies – these are going to re-start from September but will only be watched by parents/carers of that class, the rest of the class' year group and the siblings of those performing. Dates for these are being arranged and will be sent out before the end of term so you can plan ahead.

Year Group Productions/Performances – we will be streamlining these and only certain year groups will perform them. Year 4 will perform an autumn presentation (in lieu of a class assembly) in early October, Nursery and Year 2 will continue to do a performance at Christmas, with Reception doing a spring presentation (in lieu of a class assembly) in March and Year 6 will do a production in early July. At present, we hope that we will be able to invite parents to watch over two performances.

Parents' Evening – we intend for these to go ahead face to face in October. Unlike the Government planned mass events, I cannot ask you to prove your vaccine status or whether you have had a negative test that day so we will adjust them slightly for your safety. To avoid congestion in the corridors whilst you wait to be seen, one year group, per corridor, will attend over two evenings. For example, Year 1 parents' evening on a Monday and Wednesday evening and Year 2 on a Tuesday and Thursday. Those of you waiting for your appointment can wait in the classroom opposite your child's class and their teacher will come to invite you in to their classroom at the time of your appointment. Details and dates of these will be sent out nearer the time but will be planned for the end of October.

As I have said, this may all be subject to change and will be directed by Government guidance but as ever, I will inform you of any changes as soon as I have been able to make the necessary adjustments.

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I would like to take this opportunity to thank you all for your support and patience in a year that has been like no other. I have had to make decisions that were anathema to my ethos and values – preventing parents from making memories at sports days, missed class assemblies and having to tell parents their children could not attend school because their circumstances did not meet the criteria set by the Government.

I have missed looking out on a sea of smiling faces in red sweatshirts during Friday afternoon assemblies but I hope you know that each and every decision I have made has been with your children's safety at the core.

Here's hoping that next year will be an undisrupted year in your children's education and we will be able to go from strength to strength together.

Yours faithfully

*M. Penney*

Melanie Penney  
Head Teacher

