

Dear Parents,

Following the Government announcement on Monday, we are looking forward to all the children returning to school March 8<sup>th</sup>. We are working hard to ensure that everything will be in place for their return. First and foremost, highlighted in our planning is the safety and the welfare of our pupils, staff and all members of the school community. As always, we will endeavour to make the school environment as familiar as possible for pupils, but there will be some necessary adjustments that need to be made.

**To support this process, we are going to close at 1pm on Friday 5<sup>th</sup> March** in order that classrooms can be rearranged and thoroughly cleaned. I realise that this may be inconvenient for some, but I hope you understand that we want the school to be ready and as safe as possible for everyone to return.

This situation was different to the last lockdown as we have had 40% of our children in school and a further 35-40% have made good use of the live lessons and work set online. This will make it easier for these groups to settle back into school expectations and learning. We would like to thank all those children and parents who accessed the work set, as it made staff feel that their hard work was for good reason and your positive comments made them feel appreciated.

Our big concern is those children who have not engaged with any of the learning that the staff have worked hard to provide. This is the group that have missed learning and potentially fallen further behind the others within their cohort. It is vital that the parents of these children work very closely with us and ensure their children are in **every day**, if any gaps are going to close. For a few, there has been good reasons why they haven't engaged, we know they have been accessing other learning and hopefully these children will settle back very quickly.

The information below are the details of what we have put in place based on the circumstances and information available to us at the time of writing, Most of this information is the same as when we returned in September but please do remind yourselves of this as some may have changed.

All measures are put in place in order to keep members of the Gilbert Scott Primary community safe and to minimise the spread of COVID-19.

**Please remember it is compulsory that all children attend school from March 8<sup>th</sup>, unless they are complying with clinical advice. Evidence of this must be given to the school office. It is vital that all children are back to school on the first day and every day thereafter. If your child does not attend, please contact us immediately as per the normal school absence procedure. Otherwise you are very likely to be fined.**

**Please note that all adults who come on to the school site to drop off or pick up their child MUST wear a mask. If you do not wear one, you will not be allowed on site and you will have to leave or collect your child at the school gate.**

**It is also still essential that everyone disperses quickly and considerately from the school grounds AND the surrounding area immediately after drop-offs and pick-ups.**

**YEARS 4, 5 and 6** - In the mornings, all children will come in through the main double blue gate in 'Conker Alley', down the steps and come in through the main entrance where they will be directed to their classroom. No parent from these year groups should come on to the school grounds. At the end of the day, the children will leave via the same way and parents can meet them outside the school gates. A member of staff will be on the crossing to see them safely across. **Parents do please remember social distancing whilst you are waiting and please keep younger children with you and not let them play on the steps.**

**YEARS 1, 2 and 3**– In the mornings, all children will come through the black pedestrian gate, alongside the vehicle entrance. For years 1 and 2, one parent may walk their child to the entrance of the reception outdoor area, always keeping two metres away from any other family. A member of staff will then send the children one at a time into their classroom. If there is a queue, there will be clear markings, two metres apart, so that everyone can remain safe. For year 3, they will follow the path around and go in through their classroom door. All parents will then be asked to go out through the small side blue gate in 'Conker Alley'. This way we can have a safe one-way system. At the end of the day, one parent from each family can come in the same way they did in the morning and wait. Year 3 parents will wait outside their classroom, socially distanced. A member of staff will let one child at a time. We then ask you to vacate the area immediately and to exist out of the side gate as in the morning. This may be inconvenient, but it is vital that everyone follows these instructions.

**NURSERY AND RECEPTION** – You will do the same as years 1 and 2.

**The Nest** - If being brought and collected by transport, the children will be collected by their staff from the cars in the morning and returned to the cars in the afternoon. If a parent is bringing them, they will wait outside the classroom in a queue (2 metres apart) and await a member of staff to allow the child in. This will be the same in the afternoon. Can parents always use the black pedestrian gate next to the vehicle entrance to enter the school and then leave by the side blue gate in Conker Alley.

#### Timings for each class

Year group	Drop off between	Collection
Nursery Rabbits	8.30 to 8:45	11:45
Reception Hedgehogs	8.30 to 8:45	15:00
Year 1 Badgers	8.30 to 8:45	15:10
Year 2 Foxes	8:30 to 8:45	15:10
Year 3 Wolves	8:30 to 8:45	15:15
Year 4 Woodpeckers	8:30 to 8:45	15:15
Year 5 Falcons	8:30 to 8:45	15:15
Year 6 Eagles	8:30 to 8:45	15:15
ELP 1 Little Owls	8.30 to 8:45	15:00
ELP 2 (Robins)	8.30 to 8:45	15:00

Breakfast Club	7:45-8:30	N/A
After School Club	15:00	Closes at 18:00

We can run our breakfast club and reopen our after-school club as extended bubbles. It is important that you book and pay in advance for both clubs, **please do not just turn up**. There will be no other clubs at this stage, but this will hopefully change after Easter.

### **Breaktimes and Lunchtimes**

Classes will remain in their bubbles for all breaks. Reception and the ELP's will have their lunches in the dining hall but play in their own outdoor areas. Years 1, 2 and 3 will have break and lunch at the same time, followed by years 4, 5 and 6. As currently, each bubble will have their own equipment to use.

In the dining hall, children will only be able to sit on one side of the table and not face each other. This will mean that lunch may take a bit longer than usual!!

### **School Uniform**

**From March 8th, children should be back in full school uniform.** On the days they have PE, children should wear their school PE kit. This should include jogging trousers (black or navy) and trainers, as nearly all PE lessons will be outside. This will mean that we do not have a lot of bags hanging around, will cut down on lost property and mean that younger children will not require help with changing.

### **Other resources**

The children should bring a packed lunch (if required), a book bag, a named water bottle only and **absolutely** nothing else.

### **The Office**

The office will be open for phone calls and emails however will be closed to parents during the school day. Should you require anything from school, we would ask you to contact the office by phone (0208 657 4722) or by email ( [admin@gilbert-scott.org](mailto:admin@gilbert-scott.org) ). We are unable to accept any items being dropped off during the school day. Please make sure we have up to date contact details for you.

### **Medication**

If your child had an asthma pump or any other medication in school, it is imperative that this is returned or checked by you to ensure it is still within the expiry date.

### **Test and Trace**

All school staff have been completing home tests twice a week and will continue to do so.

For parents and children, the same guidelines continue, and it is vital if we are to stay open that you follow them. If anyone in your household or childcare bubble develops symptoms, the whole household must isolate and not go out until there is a test result.

Promote and engage with the NHS Test and Trace process

Staff members, parents and carers will need to:

**Book a test if they or their child has symptoms - the main symptoms are:**

- a high temperature
- a new continuous cough or a loss or change to your sense of smell or taste

**Self-isolate immediately and not go out or come to school if:**

- they develop symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19)
- anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
- they are required to do so having recently travelled from certain countries
- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

### **Laptops and Remote Learning**

We must remember that we are still in a pandemic and there is the chance that we have to close a bubble or more. If we do, we will endeavour to provide remote learning for those children at home. Those families that have had a laptop from the school, may if they wish, keep hold of them for the time being, so that their children can access and continue to upload school work/homework from home.

We are hoping that after Easter, we will be able to run some workshops about online learning for parents and their children.

Sorry, that once again this is a very long letter, but I hope it has been informative and reassures those families that are worried about returning. **Please remember it is vital that they do return.**

I look forward to seeing everyone back, continue to follow the guidelines, keep safe and keep smiling.

Paul Thomas