

Giffards Primary School

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Headteacher
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‘Valuing Everyone As Learners’

20/3/20

Information - For parents of key workers and vulnerable pupils who have registered with us to attend during closure

We are making plans for what the school day will look like for pupils attending school during the closure period.

- **For all pupils** eligible to attend – we will be holding a free breakfast club from **8am** (in the KS1 dining hall on Monday, from Tuesday this will be in the KS2 dining hall)
- All pupils need to be in school by **8.45 am**
- School will finish at **3.10** for all pupils
- **No school uniform** – pupils to wear comfortable clothes that they can play in and do active games/sporty activities – we want to avoid pupils getting changed during the day.

On Monday only

To avoid creating any anxiety for the pupils, on Monday we are going to run as a normal school day as possible, during this time we will explain to pupils what will happen moving forward. Pupils are to enter school as they would normally (e.g. though KS1 gate if in KS1 or little playground if in KS2. Please note the back gate will **not** be open), they will be met by staff and then go to their classroom, we will then amalgamate pupils into groups according to age when we know how many pupils we have. The children will work with staff they know and with their class mates. During the day, we will all get together so pupils gradually begin to get to know each other. We will explain what will happen the following day and for the younger children we will walk them through the changes.

School dinners will be reduced a reduced menu – see attached. Children eligible for a free school meal or those in pupils in key stage 1 will still be fully funded. All meals will still cost £2.30 payable as now. Children can bring a packed lunch if they wish. School meals will be served from the KS2 hall due to a reduction in kitchen staff and MDAs.

At the end of the day on Monday- Children can be collected as you would now.

From Tuesday onwards

All pupils will enter school through the main gate and come in through the main school entrance. All children will be asked to sanitise their hands once in the reception area before entering the main school. We will be operating from just the KS2 building for the remainder of the closure period. This allows us to keep all other gates locked for security reasons and will allow a deep clean of the KS1 building and annex.

Breakfast club will be held in the KS2 hall from 8am, children must be in school from 8.45am as normal.

Over the next few weeks we will operate a rota system of staff over a 3 week period. Each week there will be a new topic for all children to follow with a variety of activities and work. There will still be some literacy and numeracy but we will also include lots of opportunity for physical activity and plenty of fun, the children will also have time to access the ICT facilities. The rotation of staff will include teachers and support staff from all ages so pupils will have familiar adults around them. **School will close at 3.10pm as it does in KS2 now.**

Parents will be asked to enter via the main gate and walk round to the Children’s Entrance (as you do for school discos). You will be let in by a member of staff at 3.10pm. Children will be collected from the main hall and you will exit via the main school admin area.

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The registered office is at Queen Elizabeth Drive, Corringham, Essex, SS17 7TG



Pupils coming into school will not need to bring in the packs sent home – these are just for the days they may not be at school. They will be set work in school.

As we know many parents operate on a shift system or work part time, we will ask you on Monday to complete a weekly plan so we know when to expect pupils, this is important so we can staff accordingly and keep track of attendance. These will then be completed weekly after that. Children are not expected to attend school if a parent isn't working.

The number of children in school needs to be kept to an absolute minimum to try and negate the spread of the virus. Please heed the Government advice and do not risk the health of our staff, and their families, if you are able to keep your own child at home.

We will provide you with more information as we make future plans.

Thank you for your continued support
Mrs N Haslam-Davis
Headteacher

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