

Giffards Primary School

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'Valuing Everyone As Learners'

17th July 2020

Arrangements for Giffards Primary School September 2020 Parent and Carers' Information Sheet

We have worked carefully to ensure that we balance the absolute need to follow the DfE's guidance published on 2nd July and the vital importance to ensure that children have a positive experience when they return. The need for safety must sit alongside a feeling of normality for our pupils. We have put stringent plans in place so all children can return to school. The information below details the arrangements we have made to keep pupils, staff and parents safe during this time. However, if the Government advice and guidance alters these plans are subject to last minute changes. We will contact you before term starts if there are any updates or changes to this information.

Dates

Current pupils will return on **Thursday 3rd September 2020**. On this day the children will return to their current teacher and classroom – on the first day **only** please follow the details below for drop off and collection below assuming your child is in the same year group as now – **FOR the one day only** e.g if your child is in Year 2 now – follow those details for drop off and collection on Thursday 3rd and then the drop off and collection for Year 3 from Friday 4th.

As we have been unable to share with the children where their new room is or any of the new routines, we felt this was the most supportive way for children to return to school. This will allow them to return to a familiar environment, something we feel is crucial at a time when children may be feeling anxious; the familiarity of a known environment and familiar face will support them in starting back to full time school.

On Friday 4th September children in Years 2,3,4,5 and 6 will go straight to their new classroom.

The Year 1 children (current **Foundation Stage**) will remain with Mrs Vickers and Mrs Lawrence in their classrooms until Wednesday 9th September – please drop off at 9.00am and collect at 2.40pm. You can collect the children as per their new Year 1 classes after school on **Wednesday 9th September**. From Thursday 10th, they can be collected as detailed on the next page.

New Foundation Stage pupils starting in September 2020 will have a staggered start as part of their induction - please see separate letter detailing these arrangements.

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Staggered start and finish times

Key Stage 1

All pupils can be dropped off at the Children's Entrance as per usual. Please follow the one way markers to ensure social distancing.

Year 1 - start school at 8.50am and finish at 3pm. 1CM – to be collected from KS1 playground. 1KM from the external classroom door.

Year 2 children will start school at 8.40 am. Finish at 2.50pm. both classes must be collected from the KS1 playground

Key stage 2

Year 3 and 4 will enter via the main school gate. Parents must exit by the school house. There is a one way system to follow to ensure social distancing is carried out.

Year 3 children will start at 8.40am and finish at 3pm – they can be collected from the same place as they are dropped off.

Year 4 children will start at 8.50am and finish at 3.10pm, they can be collected from the KS2 small playground.

Year 5 and 6 will enter and exit via the KS2 small playground.

Year 5 children will start at 8.50am and finish at 3.10pm

Year 6 children will start at 8.40am and finish at 3pm

- In order to try to maintain distancing of parents and carers, only one parent/adult can drop off/ pick up. No groups of adults should gather outside the school or on the surrounding public footpaths.
- Please help us by ensuring that the “kiss and drop” is speedy and that you explain to your child in advance that they will be dropped off as above. No parents will be able to enter the school. There will be staff on hand to assist children to get to their classrooms.
- At the end of the day, pupils must be collected at the times above. Please do leave the premises as soon as you have collected your child to avoid congestion.
- Please ensure you keep your child with you, hold their hands if they have a tendency to run. We cannot allow children to be running around; there must be social distancing at all times.
- All pupils will be supervised in sanitising their hands before entering school.

Late pupils

We appreciate that many parents ensure their children arrive on time. Thank you!

- Gates will be locked 10 minutes after the last group has been admitted. If you arrive after this time you will need to use the buzzer on the pedestrian gate next to the main car park gates, a member of the admin team will need to greet your child and escort them to class. This breaks our approach to bubbles and is a risk.
- We ask that parents are on time each day to drop off and collect to avoid this.

Bubbles

Although children will be primarily taught in class groups, their ‘bubbles’ will include all children and staff in their year group. This will support us in delivering a full and balanced curriculum and allow us to continue with LSA support across a year group and sets in Year 5 and 6. All children in a year group will have breaks and lunch at the same time but in class bubbles. Each class will have their own section of the playground and field. Grouping children this way allows us to make full use of outdoor resources and make the best use of indoor provision such as laptops and reference books etc. For children this is all very similar to how school always was.

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- Children will be given their own frequently used equipment (pen/pencil/rule/scissors etc)
- In Years 1 – 6 all desks will face forwards with children sitting in pairs side by side
- Children will need to remain in their seats but staff attached to each bubble will be able to move between tables to support with work, marking and feedback
- Reading books will be sent home to be used as normal in line with guidance
- When children enter or leave the classroom they will use hand sanitiser
- We have enhanced cleaning measures in school; all rooms and toilets will receive a clean midway through the day when children are outside. Children will be allocated specific toilet blocks. Children will be encouraged/reminded to use the toilets before breaks to avoid staff having to escort pupils back into the buildings
- All classes have hygiene packs so tables, surfaces, resources can be cleaned throughout the day as necessary
- Music and PE lessons will continue across most year groups. Senior, pastoral and cover staff who have roles across the school, will need to have contact with all bubbles. In these cases staff will remain 2 metres apart from pupils and other adults.
- There will be staggered breaks and lunch times for each year group bubble
- Lunch will be eaten in classrooms – we will not be using the dining halls
- Lunch will be provided in the form of a ‘grab bag’ provided by the kitchen. See attached menu. KS1 lunch is fully funded but must be ordered on the day. If you wish to send your child in with a packed lunch, this must be clearly labelled and in a sealed box/container. Children must be able to open all items, please do not send in yogurts/packets/drinks that need adult support

This grouping method is in line with government guidance. Staff will remain within bubbles and we are minimising all movement around the school. Staggered timings ensure no year groups need to come into contact with each other.

Breakfast Club

We are working hard to avoid year group bubbles mixing, for this reason there will be no breakfast club in September, we will review this once term starts and let you know if we feel we can safely open.

Assemblies/extra-curricular clubs/events/trips

Until advice changes we will not be holding any of the above, we believe at this time these pose unnecessary risks to pupils. The Government recognises it is logistically challenging for schools to offer clubs at this time. We will keep this area under review. In the meantime there will be **NO clubs** during the first half term at least.

Uniform

Children are to return to school in uniform but initially without a tie. All uniform needs to be clearly labelled. There will be no lost property and parents will not be able to come into school looking for lost items.

The school office

The school office will be open for email or telephone calls, please do use these methods of communication to help us keep you and the staff safe. There will be no admittance to parents unless you have a pre booked appointment. From 9.15am the main gates will be accessed by buzzer only. If you have a query, concern or message please contact us on 01375 672138 or at admin@giffardsprimary.thurrock.sch.uk

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To support parents in answering queries we will set up an outdoor admin 'help desk' service, you will be able to spot the gazebo by the main admin area in KS2. This will be open for answering queries from 8.40am-9.15am each morning.

Illness

Any child showing Covid-19 symptoms will be sent to the office immediately where they will be isolated until parents collect them, you will be given clear instructions where to collect your child from. Government guidance must be followed regarding self-isolation for that household and we ask that you seek a test to confirm the result. School must be notified immediately of the result.

If a case of coronavirus is confirmed within a bubble (class or year group) (adult or child) all those within the group will be sent home and all will be required to self-isolate for 14 days. The decision will be taken in conjunction with Public Health Thurrock.

Any adults showing any symptoms will be sent home, however mild, this is to protect the group as a whole. Replacement staff will be used to cover the bubble.

If there is a suspected case of coronavirus, a deep clean of the space will be undertaken.

We suggest parents check their child is well before coming to school each day, by working together we can protect our community and each other.

First Aid

We understand that accidents happen and children need medication if they fall ill. We will still continue to support parents in administering first aid and medication. Staff will wear PPE if a child needs first aid help. This is to protect your child as well as the staff.

If your child needs medication administering during the day you will need to complete a form – this can be completed at the 'gazebo help desk'. Pupils are not allowed to access the admin area at the moment – so first aid trained admin staff will go to each classroom to administer medicines. Staff will wear PPE and remain outside the room.

Attendance

The Government have said that, *"it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development."* And that *"School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply."*

If your child is not going to be attending school, please telephone the school in the morning before school starts to let us know why they will be absent.

This means that our attendance expectations will be as they were prior to lockdown, with the additional requirement that if your child or anyone in your household shows any symptoms of COVID-19, they **SHOULD NOT** attend school and you must call the school to tell us.

Punctuality

Please ensure that you drop off and pick up your children **on time** to avoid any disruption to bubbles and to reduce the need to visit the office. Arriving late will mean children waiting in mixed year groups in a small area which in turn adds to the risk of spreading the virus; dropping off and picking up on time is more important now than ever.

P.E Kits

Your child will receive 1 PE lesson a week from Mr Miller, on these days we would like your child to come to school in their PE kit. This will ensure pupils do not need to change for PE, which in the current climate we believe is safer. Your child will need to wear their school PE shorts and T-shirt with trainers underneath a track suit. School PE kit must be worn – **NOT** football or team strips. Children not in PE kit will be unable to participate as we are unable to lend kits at the moment. Parents will receive a groupcall message the night before as a reminder.

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We have organised the P.E. timetable to ensure that resources are not shared between year groups unless the appropriate time has elapsed to avoid any possible contamination.

Reading Books

Government guidance says that we are able to resume the use of reading books that are taken home by children to practise their reading; this also applies to spellings. Please ensure that your child has a book bag or other suitable bag for taking home and returning their books.

Other resources and bringing things to school

The only items each child needs to bring to school each day are:

- a filled water bottle – clearly labelled
- lunch box (if having a packed lunch)
- healthy snack (KS2)
- school reading book and reading record

Each child will have their own stationary to avoid sharing resources as much as possible. Where resources such as reference books, art equipment and laptops etc. are used, children will wash their hands before and after use to mitigate against contamination as much as possible. Children **should not** bring anything, other than items mentioned above, in to school. Please **do not** send your children in with birthday treats to share.

As it is crucial to our hygiene protocols that all pupils sanitise their hands before entering the premises, we'd like the children to put all items into a draw string bag (the PE kit bags are ideal) which should be worn on their backs, this ensures their hands are free for speedy and effective hand sanitising. Please do not send in large rucksacks or holdalls – if these are brought into school they will be removed to another place for storage.

Please ensure your child/children have all their belongings with them when arriving/leaving school. It will not be possible for the office staff to distribute items such as lunch boxes and water bottles during the day; this bursts our bubbles and increases the risk of infection. We appreciate your support in this area. Please help us by being super organised!

Mobile phones

There are strict rules about mobile phones. Children cannot keep them on their person due to safeguarding and possible theft. We cannot look after them because we can't store them separately and the risk of spreading infection by storing them together in a box is too great. If your child **MUST** bring a phone into school, it is at your own risk. It must be switched off/on silent and be kept in their drawstring bag all day. Failure to comply with these rules will result in your child not being able to bring a phone into school.

Face masks

The guidance around this is rapidly changing. At the time of writing this letter and in line with the Government guidance we have received, facemasks will not be worn by children or staff in school. Face masks will need to be removed at the gate before entering school and parents will need to take them home. The only exception will be for staff administering first aid or when dealing with an ill child that requires the staff member to be in close contact with them.

Behaviour

Any child who does not follow the school expectations and Behaviour Policy (there is a Behaviour Policy Amendment due to Covid-19 on the Policies page of our website) and puts others at risk due to their behaviour will be removed from class and exclusion may be necessary. Our inclusion provision will continue but is limited at this time due to the need for year group bubbles, social distancing and minimising the mixing of adults and children.

Curriculum

We appreciate how much schooling has been disrupted during the closure period, we will

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continue with our full curriculum and ensure all the English, Maths and Science missed from the summer term (previous year group) is incorporated into lessons. During this time we will be assessing how pupils have settled back into school and are performing with their work. We will be planning additional catch-ups and support when we are clear what the needs of each child is. Our first priority will however be to settle all the children back into school.

Music Tuition

Thurrock Music Services will hopefully be offering music lessons in the Autumn term. If this is the case we will be offering the opportunity for KS2 pupils to have individual lessons or lessons as part of their year group bubble. We are unable to mix year groups. We will send out booking forms next term when the arrangements are confirmed.

Finally, I want to take this opportunity to thank you for your continued support during these difficult times. Because of the hard work of staff, we have been able to offer over 50% of our pupils some school provision since schools were asked to partially reopen. We wish we could have more. I want to take this opportunity to thank my staff for their contribution to this offer, they have been amazing!

When we fully reopen in September, we have worked hard to create a safe environment balanced with the importance of children returning to a school that is familiar that they know, love and recognise. Please follow the guidance above and help us to provide schooling which is safe for all members of our community. We know some of these arrangements are not ideal but we have done our best to balance the many aspects of welcoming all the children back and follow the government guidance.

There may well be some 'teething problems' during the first few days in September but I am sure these will not be problems that we can't overcome if we work together to give the best possible education to your children while being mindful of the restrictions placed upon us by COVID-19.

Thank you again, and I look forward to welcoming you all back in September.

Yours sincerely

Mrs N Haslam-Davis
Headteacher

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Week 1

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|--|--|---|
| | Bread Roll with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Wrap with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Take-a-way style Meal served in a Box | Sandwich with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Take-a-way Style Meal in a Box |
| Red | Ham | Chicken | Beef burger served with potato wedges and cucumber sticks | Ham | Fish Fingers served with chips & Carrot Sticks |
| Blue | Cheese | Cheese | Vegetarian sausage roll with potato wedges and carrot sticks | Cheese | Vegetable Fingers served with chips & Cucumber Sticks |
| Green | Tuna Mayo | Tuna Mayo | Tomato & Vegetable Pasta Pot | Tuna Mayo | |
| Dessert | Frozen Yoghurt | Orange shortbread | Jelly | Marble Muffin | Berry Muffin |
| ALL OF THE CONTAINERS AND PACKAGING USED CAN BE RECYCLED. | | | | | |

W.C. 31st August, 21st September, 12th October, 9th November, 30th November,

Week 2

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|---|
| | Bread Roll with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Wrap with a Choice of Filling served with Fresh Fruit , Veggie Sticks & Dessert | Take-a-way style Meal served in a Box | Sandwich with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Take-a-way Style Meal in a Box |
| Red | Ham | Chicken | Cheese & Tomato Pizza Slice with Potato Puffs & Cucumber Sticks | Ham | Fish Fingers served with chips & carrot sticks |
| Blue | Cheese | Cheese | Vegetarian sausage roll with Potato Puffs and carrot sticks | Cheese | Vegetable Fingers served with chips & cucumber sticks |
| Green | Tuna Mayo | Tuna Mayo | Tomato & Vegetable Pasta Pot | Tuna Mayo | |
| Dessert | Fruit Smoothie | Banana Muffin | Oat & Raisin Cookie | Fruit Jelly | Toffee Cake |
| ALL OF THE CONTAINERS AND PACKAGING USED CAN BE RECYCLED. | | | | | |

W.C. 7th September, 28th September, 19th October, 16th November, 7th December

WEEK 3.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|--|--|--|---|
| | Bread Roll with a Choice of Filling served with Fresh Fruit Pot, Veggie Sticks & Dessert | Wrap with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Take-a-way style Meal served in a Box | Sandwich with a Choice of Filling served with Fresh Fruit, Veggie Sticks & Dessert | Take-a-way Style Meal in a Box |
| Red | Ham | Chicken | Sausage Hot Dog with Potato Smiles & Carrot Sticks | Ham | Fish Fingers served with chips & Carrot Sticks |
| Blue | Cheese | Cheese | Quorn Hot Dog with Potato Smiles and Cucumber sticks | Cheese | Vegetable Fingers served with chips & Cucumber Sticks |
| Green | Tuna Mayo | Tuna Mayo | Tomato & Vegetable Pasta Pot | Tuna Mayo | |
| Dessert | Ice Cream Pot | Flapjack | Fruit Jelly | Apple Muffin | Marble Cake |
| ALL OF THE CONTAINERS, PACKAGING & CUTLERY CAN BE RECYCLED. | | | | | |

W.C. 14th September, 5th October, 2nd November, 23rd November, 14th December