

# Giffards Primary School

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## 'Valuing Everyone As Learners'

21<sup>st</sup> July 2021

### Arrangements for Giffards Primary School - September 2021

Dear Parent and Carers,

We have worked carefully to ensure that we balance the need to follow the DfE's latest guidance for schools from September and the vital importance around still keeping the pupils and staff protected. This virus has not gone away and as infection rates continue to rise locally and nationally we will still need to keep some measures in place if we are to keep everyone safe and the school functioning effectively. I am mindful that whilst we all need to live with the reality of COVID19, if staff and pupils become infected we will still see disruption to learning. This is something we are trying hard to minimise.

The information below details the arrangements we have made for our return in September 2021. However, if as the number of COVID19 cases rises, 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

Pupils will return on **Thursday 2<sup>nd</sup> September 2021**. The children will go to their new classrooms, where their new teachers will meet them – this is where they had their transition days, so pupils are familiar with their new rooms. All pupils will have an assembly to explain the changes and routines to them before the end of term.

#### Start and finish times.

We will stop the staggered timings and revert to normal. All gates will be open at 8.40am, children at KS1 finish at 3pm and KS2 at 3.10 pm.

#### Key Stage 1

All pupils should be dropped off at the children's entrance at KS1. The gates will open at 8.40am and close at 8.55am. Lessons start promptly at 8.55am. Please do try and ensure pupils are on time. To ease congestion there will still be one way markers to follow.

All KS1 and EYFS pupils finish at 3pm; a member of staff will unlock the gates at 2.55pm.

**EYFS** – RJV to be collected via classroom door by the EYFS outside area / RLT by the door nearest the children's entrance

**Year 1** – 1JR to be collected from the classroom / 1BW to be collected from the KS1 playground.

**Year 2** - both classes to be collected from the KS1 playground

#### Key Stage 2

The gates will open at 8.40am and close at 8.55am. Lessons start at 8.55am. Please do try and make sure pupils are on time.

**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.

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

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## KS2 - Collection times and arrangements.

All KS2 pupils finish at 3.10pm

Year 3 to be collected from the same place they were dropped off in the morning, please enter via the main school gate and exit by the school house. There is a one way system to follow

**Year 4, 5 and 6 can be collected from the KS2 small playground.**

- At the end of the day pupils must be collected at the times above. Please do not leave the premises as soon as you have collected your child to avoid congestion.
- All pupils will be supervised in sanitising their hands before entering school.

## Back gate

The gate at the back of the KS1 playground will reopen. Parents should follow the one way markers. The gate will open and close at the same time as the main gates.

## Late pupils

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

- Gates will be locked at 8.55 a.m. If you arrive after this time you will need bring your child to the main pedestrian gate by the car park and use the buzzer. The children will need to enter via the main admin area and the late book completed.
- We ask that parents are on time each day to drop off and collect to avoid this.

## Ceasing of Bubbles

From September the Government no longer require schools to be in consistent groups ('bubbles'). As our pupils predominantly work as a year group, to minimise any infection spreading across year groups, we will keep to year group bubbles where we can and avoid unnecessary mixing as a precaution. All children will have breaks at the same time. At lunch time there will be a rota system so year groups are apart when eating.

Classes will revert to having pupils seated in groups rather than rows in class.

## Lunches

Hot lunches will resume. The menu will follow prior to the beginning of term.

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.

## PE lessons

Pupils will resume with 2 PE lessons a week. Many parents have liked the children wearing PE kits to school on PE days. We would like to keep this in place for the PE session with our sports coach but we would like the children to keep a white school T-shirt, black shorts and plimsolls in school in a PE bag for their 2<sup>nd</sup> PE lesson, this gives us flexibility should we need to change any timings and helps with the important life skill of getting changed, this is especially important for younger pupils who are still learning to do up buttons.

For lesson 1 - Your child will need to come in wearing - black PE shorts and T-shirt with trainers underneath a plain dark track suit, **NOT** football, team strips or brightly coloured. Parents will receive a group call explaining when this lesson is and receive a message the night before as a reminder.

For lesson 2 – please bring into school on the first day a PE bag (Giffards draw string bags are available from our uniform suppliers – details are on our website) With a pair of black shorts and white T shirt and black plimsolls.

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### **In school safety measures**

- All classes have hygiene packs so tables, surfaces, resources can be cleaned throughout the day as necessary
- Children will be encouraged/reminded to use the toilets before breaks to avoid staff having to escort pupils back into the buildings
- When children enter or leave the classroom they will use hand sanitiser
- All children in a year group will have breaks and lunch at the same time but each year group will have their own section of the playground and field. This will rotate weekly.

### **Breakfast Club**

Breakfast Club will operate as normal from 7.30am; pupils will be seated in year group bubbles. The cost is £2.50 a session, payable by SCOPay, our online payment system. All children are welcome but we request new Foundation Stage pupils do not start until they go full time on Monday 20<sup>th</sup> September.

### **Assemblies**

Children will resume some key stage assemblies in the halls, some assemblies will remain as individual year groups to limit pupils mixing.

### **Extra-curricular clubs**

We have already reintroduced clubs and this will continue, a club timetable is in the process of being developed for next academic year. We will notify parents in advance so you know when the booking timeslot is open. This will be in the autumn term. Should sports clubs fall on a day where pupils do not come in wearing a PE kit and tracksuit, children should bring a kit to change into.

### **School trips, visits and in house educational visitors**

These will resume from September.

Teachers are busy organising visits and visitors for next year as part of enhancing the educational value of our topic themes.

### **Uniform**

Children are to return to school in correct school uniform. All uniform needs to be clearly labelled. Please ensure sensible, black school shoes are worn. We have been lenient about pupils wearing trainers but from September we will revert to our correct uniform.

### **The school office**

To ease congestion and avoid parents congregating in the small reception area, the outdoor admin 'help desk – the big yellow tent' will remain, you will be able to spot the Gazebo by the main entrance in KS2. This will be open for answering queries, supporting parents and receiving medication from 8.40am -9am each morning. Please do support our efforts to reduce the number of people on site by continuing to use the phone or email rather than popping in.

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. From 9am the main gates will be by buzzer only. If you have a query, concern or message please contact us on 01375 672138 or at [office@giffardsprimary.thurrock.sch.uk](mailto:office@giffardsprimary.thurrock.sch.uk)

### **COVID19 symptoms**

It is still important we all follow public health advice on testing, self-isolation and managing confirmed cases of COVID19, especially as virus cases are rising. I am mindful that many young pupils may be asymptomatic and even vaccinated adults are getting ill and if we have too many staff off absent we will be unable to remain open. 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.

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No pupil or member of staff should come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID19 (for example, they are required to quarantine).

### **When an individual develops COVID19 symptoms**

If anyone in school develops COVID19 symptoms, however mild, they will be sent home. Individuals should get a test and follow public health advice. Any child showing COVID19 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. We ask that you seek a test to confirm the result. School must be notified immediately of the result so we are aware of any possible cases within the school.

### **When an individual tests positive – parents, staff and pupils**

If anyone tests positive from a lateral flow test:

- Inform school
- self-isolate in line with the [stay at home guidance](#)
- [book a further test](#) (a lab-based polymerase chain reaction (PCR) test) to confirm the result.
- Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self-test LFD test and your child can return to school, as long as they don't have COVID19 symptoms.

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If anyone tests positive from a polymerase chain reaction (PCR) test:

- If you test positive you will still need to self-isolate regardless of your vaccination status or age.
- When self-isolating, [follow the stay-at-home guidance](#). This will help reduce the risk of spreading COVID19 to other members of your household and community. You must [stay at home](#) at all times and not have contact with other people. There are only very limited circumstances when you do not have to do this, such as seeking medical assistance.

From September, if a case of coronavirus is confirmed within the school, children will no longer be identified by school as a close contact, this responsibility now lies with the NHS test and trace. We are being asked not to close bubbles or send pupils home. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.

Whilst this process should mean less pupils being asked to self-isolate and therefore miss school, it may also mean we miss some positive cases. To minimise this, as a school we will send a courtesy groupcall advising parents there has been a positive case in their child's class. We would then urge parents to get children tested to ensure they are not positive and may be passing the virus on. Unless parents are vigilant and get their child tested we will undoubtedly see an increase in cases in school which if staff get ill may result in class closures. Please help us avoid this by getting children tested.

Staff will continue to test twice weekly using a lateral flow test.

### **From September - School plan to minimise risk of transmission from positive COVID19 cases**

1. If a parent tests positive (lateral flow or PCR), please **inform the school**, and arrange for your child/ren to self-isolate and get a PCR test. Whilst there is no longer a legal requirement for children to self-isolate if only a contact, the NHS advice is still to get a

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PCR test. To ensure no infected pupils pass on the virus we request that parents get their child tested and inform the school of the result before they return.

2. If a pupil is symptomatic please **inform the school**, self-isolate and get a PCR COVID19 test.
3. If a child tests positive – **inform the school**, so we are aware and can alert other parents. Stay home and isolate. We are requesting all other siblings should isolate and get a test, please do this even if not contacted by NHS test and trace – the contact tracing can take many days during which time the infection may have spread in school.
4. If a child's result is negative – **inform the school with evidence of the test result**, pupils can return to school unless symptomatic or told to isolate by test and trace.

### First Aid

We understand that accidents happen and children need medication if they fall ill. We will continue to support parents in administering first aid and medication.

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'.

### Attendance

School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.

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 COVID19, they **SHOULD NOT** attend school and you must call the school to tell us.

An X code is used for all COVID19 related absences and does not get counted in the child's overall absence figure.

### Punctuality

Please ensure that you drop off and pick up your children **on time** to avoid any disruption to classes 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.

### Reading Books and Spellings

**Daily reading at home is essential to ensure pupils reach the required standard.** 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. Each pupil has a log in to reading eggs and spelling shed, this should be used regularly to ensure pupils practice.

### 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) no sweets, chocolate or products containing nuts are allowed
- school reading book and reading record
- a draw string bag containing the above

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 type bags are ideal) which should be worn on their backs, this ensures their hands are free for speedy and effective hand sanitising. This prevents congestion at the sanitisers. Please do not send in large ruck sacks or holdalls – if these are bought 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 is time consuming for the office staff to distribute items such as lunch boxes and water bottles during the day. 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. 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**

Guidance around this is rapidly changing. At the time of writing this letter and in line with the Government guidance we have received, face masks are no longer mandatory. We understand that many parents and staff may still wish to wear a face covering in communal areas and will support them in this. Should infection rate rise this is subject to change, as the transmission through viral droplets is now seen as the biggest point of transmission. Staff will not wear face masks in lessons.

### **Curriculum**

We will continue with our full curriculum. We will be planning additional catch-ups and support. Our first priority will however be to settle all the children back into school.

### **Music Tuition**

Thurrock Music Services will be offering music lessons for pupils in KS2.

Finally, I want to take this opportunity to thank you for your continued support during these difficult times. We have seen lower levels of infection within our school than many others due to the stringent measures in place and the support and vigilance from parents, Thank you all so much. We believe (hope!) that by retaining some precautionary measures we can minimise the chance of the virus affecting us too much from September.

I want to take this opportunity to thank my staff, they have been amazing!

The last 18 months has been a trying time for everyone but staff have risen to every challenge and maintained their positivity, worked so hard and made life normal for pupils whilst providing a fantastic education for the pupils at Giffards. Many pupils have made great progress despite the disruptions. It's an honour to work with so many dedicated members of staff.

Good luck to Year 6 as they move to secondary school. It has been a privilege to have had them as pupils and see them grow and mature over the years, we are proud of their achievements and wish them every success and happiness as they start on the next phase of their education. You will all be amazing.

Thanks also to all the pupils for working so hard and settling back into school life so well, to see them interact with each other and enjoy school so much is wonderful. They have been awesome. We look forward to welcoming them all back after the break.

Please follow the guidance above and help us to provide schooling which is safe for all members of our community.

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

*Mrs N Haslam-Davis*  
Headteacher

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