

# Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher  
Telephone  
Fax  
Website

Mrs N Haslam-Davis  
01375 672138  
01375 677083  
www.giffardsprimary.thurrock.sch.uk



## 'Valuing Everyone As Learners'

24<sup>th</sup> February 2021

### Parent and Carers' Information Sheet for reopening to all pupils on March 8<sup>th</sup> 2021

We are delighted to be welcoming all pupils back from Monday March 8<sup>th</sup>.

The information below will give you an overview of the measures we have put in place for a full opening. The plan is subject to any policy amendments from DfE, however, I wanted to give you as much information as possible following Monday's announcement. I would like to reassure you that the protective measures that we employed successfully in the Autumn Term will continue to be in place when all children return later this term:

**Please can you ensure your child brings into school their resource pack with completed work on Monday 8<sup>th</sup> March**

**DO NOT** bring back any Chromebooks – **we will message parents dates/times when we would like these returned** – this is so we can ensure we log accurately what Chromebooks we have had back.

#### Staggered start and finish times

The arrangements are as before:

Year group	Drop off	collection	Arrangements
Foundation Stage	8.45am	2.45pm.	Drop off at KS1 entrance and collected from their classroom
Year 1	8.50am	3pm.	Drop off at KS1 entrance. 1CM – to be collected from KS1 playground. 1KM from the external classroom door. Please follow the one way system
Year 2	8.40 am.	2.50pm	Drop off at KS1 entrance, both classes must be collected from the KS1 playground. Please follow the one way system
Year 3	8.40am	3pm	Year 3 will enter via the main school gate. they can be collected from the same place as they are dropped off
Year 4	8.50am	3.10pm	Year 4 will enter via the main school gate, they can be collected from the KS2 small playground
Year 5	8.50am	3.10pm	Year 5 and 6 will enter and exit via the KS2 small playground
Year 6	8.40am	3pm	

**Whilst the rate of infection locally has dropped, it is vital we all keep to the measures we have put in place if we are to keep our pupils, staff and community safe and prevent the infection from rising again.**

- In order to try to maintain distancing of parents and carers, only one parent/adult to drop off/ pick up. No groups of adults should gather outside the school or on the surrounding public footpaths please. Social distancing of 2m must be adhered to please
- 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.
- All pupils will be supervised in sanitising their hands before entering school.

#### Late pupils

Please ensure 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 main pedestrian gate and 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 an unnecessary risk. We ask that parents are on time each day to drop off and collect to avoid this.

## **Bubbles**

Children will be 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. Each year group will have their own section of the playground and field.

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

## **Lunch arrangements menu to follow**

From March 8<sup>th</sup>, lunch will be eaten in the dining halls rather than classrooms, each year group will have a timed slot so bubbles do not mix – lunch will be provided in the form of a 'grab bag' provided by the kitchen. We will assess how this goes and look towards reintroducing a full menu **if** we can facilitate this whilst keeping protective measures in place. KS1 lunch is fully funded but must be ordered. 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.

## **Breakfast Club**

Breakfast club will resume on March 8<sup>th</sup> from 7.30am, children will be seated in year group bubbles.

## **Assemblies/extra curricular clubs/events/trips**

Until advice changes we will not be holding any of the above, please note there will be **NO clubs** for the remainder of this half term at least. We will keep this area under review

## **Uniform**

Children are to return to school in uniform including wearing a tie (except EYFS). 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. We appreciate that during the lockdown some pupils may have outgrown uniform/shoes. As non-essential shops are still closed we understand that for a short while some pupils may not have full uniform. In these cases, we ask that parents send children in, in clothing and shoes that is as close to the correct uniform as possible until clothing stores reopen.

## **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 opened by buzzer only. If you have a query, concern or message please contact us on 01375 672138 or at [admin@giffardsprimary.thurrock.sch.uk](mailto:admin@giffardsprimary.thurrock.sch.uk)

To support parents in answering queries the outdoor admin' help desk' service is still in place, 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-9am each morning.

## **Illness /covid symptoms**

Pupils and other adults must not come into the school if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or [childcare bubble](#) if they have one) has coronavirus (COVID-19) symptoms or has had a positive test
- they are required to [quarantine having recently visited countries outside the Common Travel Area](#)
- they have had a positive test - **they must immediately cease to attend and not attend for at least 10 days from the day after:**
  1. the start of their symptoms
  2. the test date if they did not have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#))

**Please ensure you follow this process to help us minimise risk to other pupils**

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 10 days.

**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**

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 school attendance will be mandatory for all pupils from 8th March 2021.

The usual rules on school attendance apply, including:

- *parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)*

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. If you leave a message please ensure you confirm the reason for absence, not just that they are unwell.

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, 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 underneath a track suit with trainers. School PE kit must be worn – **NOT** football or team strips, strappy tops etc. 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.

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 use reading books, these should be taken home daily 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). There will be no tuck shop in KS2 but there will be free fruit provided for KS1 children as previously.
- school reading book and reading record

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 to remind the children to put all items into a draw string bag (their 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.

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!

### **Face masks**

We request that parents wear a face covering when on school premises. We understand that some parents may be exempt, in these cases staff will be unable to have close conversations with parents not wearing a mask and any queries will need to be made via phone call/email rather than face to face.

Children are not required to wear a facemask. If children wear a facemask coming to school, these will need to be removed at the gate before entering school and parents will need to take them home. Staff will wear masks/visors in communal areas and when in close contact with a pupil, staff will not be wearing masks to teach in.

### **Curriculum**

We appreciate how much schooling has been disrupted during the closure period, we will continue with our full curriculum and ensure all the english, maths and science concepts missed are incorporated into lessons. 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.

### **Remote learning**

During this latest lockdown we have grown our online learning offer, we have invested heavily in additional chromebooks which gave access to an internet enable device to all pupils and allowed us to start using Google Classroom. We were limited in using this platform to its full capacity whilst children were at home as they had very little prior experience of using it to access and save work. We can address this once all pupils are back. To ensure that all pupils are confident in using Google Classroom, pupils will be using chromebooks more regularly as part of class lessons so they are independently able to access learning remotely should (and we really hope not) we ever need to do so again. This will be a priority for us but will take time.

Finally, I want to take this opportunity to thank you for your continued support during these difficult times, we appreciate how much support parents have given to their children and how much time and effort has gone in to ensuring the children accessed work each day and could upload what they had completed.

I also want to take this opportunity to thank my staff for their hard work, they have been amazing! This has been another steep learning curve for everyone and staff have risen to the challenge of on line learning brilliantly, we will continue to develop this.

We have worked hard to create a safe environment for our pupils, staff and parents. 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 whilst following the government guidance.

Thank you again, and I look forward to welcoming you all back on March 8<sup>th</sup> 2021.

Yours sincerely  
Mrs N Haslam-Davis  
Headteacher

Giffards Primary School is a charitable company limited by guarantee and registered in England and Wales with company number 8920008  
The registered office is at Queen Elizabeth Drive, Corringham, Essex, SS17 7TG

