



Gaddesby Primary School



Ashby Road, Gaddesby, Leicester, LE7 4WF,

Telephone: 01664 840253 E-mail: office@gaddesby.leics.sch.uk

Website: www.gaddesby.leics.sch.uk

Headteacher: Mr Leigh Fox

School Re-opening Information – Autumn Term 2020

Thursday 20th August 2020

Dear Parents and carers,

I hope you have enjoyed the summer break with your children.

I am pleased to be writing to you to confirm what we thought would be the case at the end of the summer term – our children will be returning to school on Wednesday 26th August. The teachers, support staff and I are excited to welcome the children back. We have been working very hard over the summer to ensure that the school is as safe as can be ready for the children's return and to ensure that our curriculum is robust, engaging, enjoyable and ready to enable our children to prosper on their return to school.

The government has published a document outlining the steps schools should take to ensure a successful return to school from September. You can find the most up to date guidance here.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Along with some information for parents here.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Alongside this letter, you will also receive a letter from our Multi Academy Trust – Bradgate Education Partnership – describing their position on the reopening of schools. I hope this has been helpful.

In this letter I will set out the arrangements we have made to open our school from Wednesday August 26th (Separate arrangements are in place for our new EYFS pupils – Wed and Thu, school visits, Friday transition day, Tuesday 1st September first day). This letter will make clear the steps we are taking as a school and Multi Academy Trust (MAT) to ensure our environments are as safe as we can make them at this time. I have been working alongside a number of head teachers from across our MAT, our CEO, our Director of Schools and other central MAT colleagues, as well as our own staff to make what we believe are the best possible decisions for our children, families and staff.

Health and Safety

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance and supported by Bradgate Education Partnership, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our school.

- We would ask that anyone who is displaying coronavirus symptoms, or who lives with someone who does, does not attend the setting. That includes children and staff who work here. (More information about this is in the trust letter.)
- We will be asking children to clean their hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds that all parts of the hands are covered. Using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser.
- We will be ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins.





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- We will also be implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.

The school day

- Each class will become a 'bubble'. A bubble is a government term that refers to a group of children that will learn and play together. Staff members will work within a bubble and will limit contact with other bubbles as much as possible – due to the operational requirements of the school, some staff will have to work across bubbles. In this instance these staff will ensure that they maintain social distancing where possible.
- Children will each have their own space at a desk. They will receive their own stationery pack and will manage their own workbooks. As stated previously, each child will need to bring an empty pencil case into school.
- Children will be able to receive a hot school meal. This will follow our usual school menus found on the school website. If children choose to, they may bring a packed lunch into school. Children will be eating either in their classrooms or in the school hall to ensure that they do not mix with other bubbles.
- Our break and lunch times will be staggered so that children are able to remain in their bubbles and not come into contact with children from other bubbles.
- We are asking children **not** to bring their own stationery, books or any toys or other items from home to the school.

Pick up and drop off (A member of the school's leadership team will be present to support this)

- We will be implementing a phased pick up and drop off schedule. We would like to ask parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household. See Appendix A – School drop off and pick up, for further details below. It is absolutely imperative that all parents adhere to the pickup and drop off times and locations set out below. If you are required to pick two or more children up at the same time in different locations, we will supervise children until you arrive.
- Kiss and drop will run for its usual time of 8:40 to 8:50 enabling access to this for pupils of all ages.
- Parents will be asked to drop children off at their own classroom door (School office reception for year 6 pupils). Please do not enter the building. Parents will then be asked to walk around the school and exit via the school playground. Parents will be asked to pick up from specific locations – see information below.
- On entry to school children will sanitize hands and store belongings away safely.

School routines

- Children will be in the usual classroom for their year group and will use the usual toilets for their class.
- Children will be expected to be in full school uniform. Children should bring plimsolls and wellington boots in to school (these will remain in school). Children should wear black school shoes to school. Children will be given a reading diary and will bring reading books home. We will manage the return and exchange of these books by placing them into 'quarantine' for a period of 72 hours before books are redistributed.
- Children in some year groups will be given spelling and times tables books as normal. These will remain in the children's lockers except when in use and will return to lockers immediately after use.
- Assemblies will not be held as large gatherings but will take place in individual classrooms either led by the class teacher or by Mr Fox or Miss Toon via video link.
- Please try to avoid sending your children to school with any additional belongings.
- Children will need a water bottle with a sealed cap to keep on their table at all times.





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Break and lunch times

- Break and lunch times will be staggered. Each year group will get a 15 minute break in the morning followed by a 1 hour lunch break. In the new timetable our younger children will be in class for a longer period in the afternoon – our key stage 1 and EYFS teachers have the flexibility to take the children for a short break during this time if required.
- We will be fully staffed at all times to provide appropriate supervision and first aid cover. Our kitchen will be running as usual during this time – with their own risk assessments in place.
- Please send children with a healthy snack as you usually would.

PE

- Children will be participating in PE lessons right from the beginning of term. As is usual, we would ask that children bring in their PE kit in a small bag to keep on their peg/in their locker for a whole half term. Children will be supported in organizing their things to avoid picking up the wrong socks etc.
- There will be no swimming in the Autumn Term.

Music lessons and specialist teachers (external)

- These staff will still be working in school. They will follow the schools risk assessments when working with pupils and will practice social distancing to ensure that they can work with children from across the school.

Attendance

- In line with government guidance, full attendance is expected from the start of the new school year and we hope we have assured you that your child/ren will be as safe as possible. If you have any concerns or queries, please call the school office from Monday 24th August or email me directly. I understand this is an anxious time for all of us and I will be happy to help you further if needs be.

Testing

- All children who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The government's aim is to enable children to get back to school and their parents or carers not to need to self-isolate any longer than is necessary. A positive test will ensure rapid action to protect other children and staff in our school.
- We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test (and in the case of a negative test also). Further guidance is available about [getting tested](#). As stated in the trust letter – we will only close a bubble in the case of a positive test.

Conclusion

I am sure that all of you and your children are excited to get back to school and into a normal routine. But I am also aware that this has been an unsettling time for many, I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to school from Wednesday 26th August. We are looking forward to welcoming your child back to school and I hope that you are assured that we have taken all possible steps to ensure our school is as safe as we can make it at this time. We deeply care for all of your children and will do our best to ensure that our school is a nurturing and caring environment at all times. If you have any questions, please do get in touch.

Yours Sincerely

Mr Fox
Headteacher





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Appendix A – School drop off and pick up

At drop off each group will be given a strict 20 minute time slot (please do not arrive before or after your slot). We would like children to arrive at the beginning of their time slot to allow them plenty of time to get into classrooms, wash hands and put belongings away. All parents must deliver their children to their own classroom door – except year 6 who will enter via the main office. Kiss and drop is also available at the usual kiss and drop point at the usual time of 8:40-8:50 for all pupils.

Your child's teacher will be in the classroom ready to greet them. After drop off we ask that you continue to walk around the school and leave via the playground gate. We ask you to please maintain social distancing at all times where possible.

If you miss your 20 minute slot we ask you to support your child to enter the school through the front door. We are hopeful that this will not happen.

At pick up time we ask parents to arrive strictly for their pick up time. Please try to keep the car park as clear as possible to allow for quick pick-ups. You will be collecting your children from one of four places. Please see table below. We would like all Key stage 1/EYFS parents to have left prior to our KS2 collection at 3:15. As stated earlier, if you have to be in 2 places at one time, we would ask you to pick up your younger child first followed by your older child/children.

	Start Time	Notes:	Finish Time	Notes:
Reception/EYFS	8:50	8:30-8:50 drop off time at classroom door.	3:00	Collection in Village Hall car park
Yr 1	8:50	8:30-8:50 drop off time at classroom door.	3:00	Collection in front of main office reception
Yr 2	8:50	8:30-8:50 drop off time at classroom door.	3:00	Collection on School playground
Yr 3	9:05	8:45-9:05 drop off at classroom door.	3:15	Collection on school playground – Separate from other yr group
Yr 4	9:05	8:45-9:05 drop off at classroom door.	3:15	Collection on school playground – Separate from other yr group
Yr 5	9:05	8:45-9:05 drop off at classroom door.	3:15	Collection in Village Hall car park
Yr 6	9:05	8:45-9:05 drop off at main office reception.	3:15	Collection in front of main office reception

