



Wednesday 15th July 2020

Dear Parents

Further to my recent correspondence with you, I write to share with you plans for the full re-opening of school to ALL pupils in September. Please let me stress, at this stage, these are plans; what will unfold over the summer holidays remains to be seen and you all know too well how frequently the government are changing the guidance!

That said, I am a very positive and determined person and so am very excited to be planning to welcome everyone back and hope that we are able to execute these plans in reality. Following on from this letter, you will find all the details and information that I feel you need to know and be aware of so that the full re-opening can run as smoothly as possible.

You will notice that there will inevitably be some changes to the 'normal' routines; this is all in line with government guidance, our risk assessments and to ensure the health and safety of all staff, children and families. As ever, each school will be doing things differently, but I am confident that the systems and processes that we have already put in place during our partial re-opening can be adapted and up-scaled, due to ever changing guidance, to accommodate a full re-opening. Please can I ask you to be patient and understanding during the first few days/week back as new systems always take time to be established and embedded.

Hopefully all the guidance and measures are clear but if you have any queries, please contact notification@greysbrooke.staffs.sch.uk before Friday 17th July and one of the team will happily get back to you.

To remind you, school will re-open fully to all pupils from Wednesday 2nd September and it goes without saying that I will, of course, be in touch during the summer break should there be any additional or amended guidance that we have to accommodate. For now though, I'm keeping everything crossed and very much look forward to seeing you all in September.

Best wishes

Ellie Ballinger
Headteacher



Guidance and measures for full re-opening of school from September 2020

Drop off/collection of children:

- Start and end times of the school day will be staggered in order to reduce social contact and prevent crowding or gathering on and around the school site:

Year Group	Drop off Time	Drop off Location	Collection Time	Collection Location
Reception	8.45am	Reception door	3pm	Reception door
1	8.55am	KS1 door	3.10pm	KS1 door
2	8.45am	KS1 door	3pm	KS1 door
3	8.55am	Far end of KS1 playground by shed	3.10pm	Far end of KS1 playground by shed
4	8.45am	Far end of KS1 playground by shed	3pm	Far end of KS1 playground by shed
5	8.55am	Lower carpark pedestrian gate	3.10pm	Lower carpark pedestrian gate
6	8.45am	Lower carpark pedestrian gate	3.15pm	Lower carpark pedestrian gate

- There will be signage and staff will be visible to aid with drop off and collection
- Please ensure only **ONE** adult drops off and collects your child to minimise the number of people on/around school site
- Please stick strictly to the drop off and collection times

What does my child need?

Specific items

- A school or book bag
- A lunchbox (if not having school dinners)
- A water bottle; there will be no plastic cups provided in school
- NO** pencil cases are required as school will provide all resources, pens and pencils which will be kept in school
- Children are **not** to bring in any personal belongings, including mobile phones
- If the weather is sunny, please ensure that 'Once-a-Day' sun cream is applied to children **before** they come to school so that they do not need to bring it with them or apply it
- Children will **not** be permitted to wear face masks at school (as per current guidance, but this could change!)
- Please can children bring back any books they borrowed from school so that we can replenish our stocks as many were sent home when the school closed**
- Once children have settled into their new year group, we will reinstate sending home reading books for children to share with you

Clothing

- Children should come to school **wearing normal full school uniform**
- Children will require a **PE kit** but more details will be sent at the beginning of the Autumn term regarding the possibility of wearing this on the day of their PE session

Lunch/snacks

- Children in Rec, Y1 and Y2 are entitled to Universal Infant Free School Meals and so will be able to order either a hot or cold lunch each day
- Children in KS2 are able to order a hot or cold lunch each day, which is payable in advance via the ParentPay system. The price of a school lunch in KS2 is **£2.30** per child
- Alternatively, children are able to bring in a packed lunch from home
- Children should bring in a **healthy snack** each day for break time as there will be no tuck shop or kitchen break sales



Class Bubble information:

- Children will be kept in year group bubbles for most lessons, except for phonics and lessons where we have specialised teachers or groupings to support children's needs
- Desks will be arranged facing forwards so that children sit side by side rather than facing each other
- There will be staggered break and lunchtimes and zoned areas on the playground and field to prevent mass gathering and mixing of multiple year groups all at once
- Children will eat lunch in their classroom; hot dinners and cold lunch grab bags will be delivered to the classrooms to minimise movements around the school

Hygiene:

- Children will be required to use hand sanitizer upon entry to school and we will ensure regular handwashing occurs throughout the day
- Children will be reminded not to touch their faces and encouraged to use a tissue to catch coughs and sneezes
- All staff will ensure regular surface cleaning and the cleaning of touch points occurs throughout the day
- If a child has sensitive hands and wishes to bring in their own hand sanitizer they may do so but must be self-sufficient in being able to apply it safely. They must also inform their class teacher that they have it and it must be clearly labelled and kept in their class tray

General info:

- Please notify the school office if your child is classed as high risk or if your child lives in a household with someone who is classed as high risk
- Attendance from September 2020 is **mandatory** and so the usual rules on school attendance will be reinstated. Parents have a duty to ensure their child attends; the school has a responsibility to record and follow up any absence and could issue sanctions/fixed penalty notices
- Unfortunately, there will be no whole school events, assemblies, swimming, extra-curricular after-school clubs or on site FROGS events scheduled for at least the first half of the Autumn term

Site restrictions:

- Visits to the school site should be kept to a minimum and parents will not be permitted to access school at any time, unless they have a pre-arranged meeting or need to collect a poorly child. If this is the case, then they will be asked to wait in the main entrance
- The school office will be open from **8.45am to 4.30pm** Monday to Friday
- As the main entrance to the school is very restricted in size, we kindly ask you to respect that we can only accommodate 1 person at the office hatch at a time and ask you to observe the signage and wait outside until the area is clear. Where possible, we ask that you avoid face-to-face contact with our office staff and instead telephone or email the office should you have any enquiries, need to report pupil absence or want to pass on messages to teaching staff. Please use the notification@greysbrooke.staffs.sch.uk email

Symptoms:

- Your child can only come into school if he/she is symptom-free
- The symptoms of COVID-19 are:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
- If your child develops symptoms whilst at school, you will be contacted immediately and asked to collect them as soon as possible
- Parents of children displaying symptoms should apply for a test to be undertaken to confirm whether they are infected. If it is negative, they are able to return to school. If it is positive, they should follow guidance on self-isolation and all children and staff working within the same class bubble will be alerted and asked to follow government guidelines of self-isolating for 14 days, even if they are not showing symptoms. I appreciate that this will be incredibly frustrating, but we need to ensure that we are 'staying alert, controlling the virus and saving lives' and following the advice of the NHS Test & Trace service
- If your child lives with someone who has symptoms, he/she must stay at home for 14 days from the day the first person in the home started having symptoms
- It's important that school is alerted of any positive/negative tests as soon as possible

As of 15.07.20