



27th August 2020.

Dear Parents and Carers,

RE. Return to school in September 2020

We are very much looking forward to seeing all children return to school in September. Our voluntary transition sessions will be on Friday 4th September and you should have received a letter inviting you to either a morning or afternoon session.

School starts back full-time from Monday 7th September 2020 and we have followed latest government advice on making our site Covid secure. Within this letter is the latest information about how we will be operating from September, this information was sent out in July but has been updated.

Norfolk County Council have put together a website of information that aims to support parents and children, please visit the website as it is a fantastic resource for families. The website is www.justonenorfolk.nhs.uk/return-to-school/resources-for-families.

Grouping Children

- Children will be separated into phase bubbles as detailed below:



- Children will be with their class teacher and will be able to mix with children in their own bubble, where possible we will keep children in their own classes.
- In classes, children will be seated facing the front, avoiding face to face contact (not Reception).
- As far as reasonably possible, children will not be mixing with children from other class bubbles.

Pupil Wellbeing

- All classes will be taking part in additional PHSE work in order to support their return to school.
- Our newly appointed pastoral support worker, Mrs Wardill, will be on hand to support individual and small groups of children.





Arriving & Leaving School

- Only one adult is permitted to come to the school.
- In order to facilitate social distancing, we will be opening school from 8:20am with registration at the usual time of 8:45am for all year groups – this method of getting children into school has helped spread out the number of children coming into school previously and we have extended this by a further ten minutes to take into account social distancing.
- Times for different bubbles and year groups leaving the school will be staggered to support social distancing – see table below:

	Finish Time	Pick Up Point
Reception	2:55pm	Outside EYFS
Year 1 & 2	3:00pm	Key Stage One Playground (access through KS2)
Year 3, 4 & 5	3:10pm	Key Stage Two Playground
Year 6	3:00pm	Key Stage Two Playground

Break & Lunch Times

- These will be staggered so that children remain in their bubbles
- Children should bring in their own snack as we are unable to continue our snack trolley as we are a cash free school.
- Lunch will be taken in the children's classrooms – any food ordered via Parentpay will be taken to the classroom.
- A three-week menu can be found on our website (Parents > School Meals).

Protective Measures

- Children and adults will be expected to clean their hands thoroughly more often than usual
- Enhanced cleaning schedule
- 'Catch it, bin it, kill it' approach will be promoted (with pedal bins in all classrooms)
- Bubbles will have their own allocated toilets which will be cleaned more regularly
- No whole school assemblies – where possible we will have assemblies in our bubbles
- If a child needs first aid or intimate care, staff will wear PPE
- Children will be allocated their own stationary in school – they will not be allowed to bring in their own
- Children only have to bring in essentials (coat, water bottle, book bag, PE kit and plastic wipeable lunch box if needed)





Curriculum

- We will be teaching a broad and balanced curriculum of all National Curriculum subjects
- Teachers will identify any gaps in learning through an assessment at the beginning of the autumn term and teach to these gaps in addition to the normal year group teaching
- P.E. will be modified to avoid contact sports and to, where possible, be outdoor sports
- Music lessons will be adapted so that there is no singing or woodwind instruments used (with the exception of individual and small group tuition of no more than 15 children)

Reading Books & Homework

- Your child will be given a reading book by their class teacher at the level that they are currently working at. When a child has finished it, they should return it to the class teacher who will leave it for 48 hours and return it to the library.
- Homework will be set via a new resource called 'Class Dojo' – we will send out further information about this during the next few weeks

Behaviour & Uniform

- We have adapted our current behaviour policy to reflect new rules and approaches, this can be found on our website (About Us > Policies).
- Children will be expected to wear the school uniform.

Breakfast and Extra-Curricular Clubs

- We will be resuming breakfast club from September 2020. Children from different bubbles will be separated into different areas in the hall. They will have a set of resources to use that will not be shared with other groups.
- Children will enter breakfast club from the side of the building (EYFS waiting area).
- We will be running after school provision until 4pm for the Year 1 & 2 and Year 3 & 4 bubbles every day. Sports activities for different bubbles can be seen in the table below:

	Breakfast Club (7:30am – 8:30am)	After School Care (3:00pm – 4:00pm)	Sports Club (3:00pm – 4:00pm)
Monday	All Bubbles	Year 1 & 2 Bubble Year 3 & 4 Bubble	-
Tuesday			Year 1 & 2 Bubble
Wednesday			Year 3 & 4 Bubble (3:10 – 4:10)
Thursday			Year 5 & 6 Bubble
Friday			Year 5 & 6 Bubble





School Trips & Visits

- Residential trips have been cancelled for the foreseeable future.
- We will not be organising trips during September and October.

Visits to the School

- The office will be closed to all but pre-arranged visits. If you would like to speak to the office, a teacher or senior leader please phone 01553 774147 or email office@gaywoodprimary.co.uk
- Face to face meetings will be avoided where possible.

Home Education

- Should we have another lock down or if children are required to work from home we will set work as appropriate and within guidelines.

Illness

- If your child is ill, please contact the school straight away
- If any child shows symptoms of COVID-19, they will be moved to a dedicated room and parents/carers will be called to pick them up. Your whole household will need to self-isolate for fourteen days or until a negative test result has been received.
- If a child or adult tests positive for the virus, you will be informed and the NHS Test and Trace system will be used.

Government have acknowledged that it is vital that all children return to school in September 2020, for their educational progress, for their wellbeing, and for their wider development. It will be a legal requirement for you to send your child to school unless your child is unable to attend in line with public health advice.

We thank you for your continued support and look forward to seeing you and your children in September.

Kind regards,

A handwritten signature in black ink, appearing to read 'Neil Mindham'.

Mr N.Mindham (Headteacher)

