



*"from little acorns..."*

## Potterhanworth Church of England Primary School

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**Head Teacher: DEBBIE CHALLINOR BA(Hons)**

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Dear Parents

We are very pleased that we can welcome back all our children in September.

Based on Government guidelines, we have utilised our space and staff to adhere to the safety measures and practices which are advised and, unless there is any change in the Government's announcements, then we plan to open our doors to all children on Thursday 3rd September 2020.

The measures in place for the summer term have worked incredibly well, so we will be continuing with some of these processes and adapting where necessary to meet the health and safety requirements for the reopening of schools.

Please do read through the letter carefully so you can prepare your child for their return to school, and it is important that all families are aware of the plans in place to ensure the safety of our school community.

### School Organisation (including start/end of day)

- For children in Y1-6 **the school day will start at 8.45am. Doors will open at 8.40am.** Collection time is 3.15pm
- **YR children will start at 9 am** and are asked to queue with parents at the YR wooden gate. **Collection time is 3.05pm** from the YR small playground area. Main school gates will be open from 3 pm for YR parents

**We kindly ask that all children are on time to start their learning**

- Classes will have their routine, entry and exit points for the start and end of the school day. (See attached plan)
- There will be 'bus stops' on site for people to queue at for drop off and collection times
- When on the school site, adults and children must keep a safe distance apart, based on the government's advice.



- To help avoid congestion, please can only one adult enter the school site with their child/children at the start/end of the day and we ask that parents leave the grounds promptly.
- During the school day, children will work in their class bubbles. This 'bubble' is like an extended family; it is a class of children who will have minimal contact with others around school.
- Children will remain in their 'bubbles' for their learning, break times and during lunch.
- There will no whole school gatherings
- Collective Worship will take place virtually across the classrooms

### Protective Measures in Place

- Where possible, staff will maintain a 2 m distance from each other and children. We know that this is not always possible when working with young children, but adults in school will do this where it is practically possible
- Children will be supported in maintaining their distance from staff and their peers and close contact will be avoided where possible.
- More space has been created in the classrooms so seating allows a safe distance from peers
- Children in Y1 and Y6 will have their 'set' place in the classroom which will be their 'work station'
- School will provide all children with their own pencil case and equipment which must remain in school. Children will have 'zones' for their play space during break times
- Children must only bring their coat, (attire suitable for the weather; hats/gloves etc) lunch, reading book, link/homework book and water bottle in one small school bag/rucksack
- Children's belongings will be stored at their 'work station' and coats will be placed on the back of the child's chair
- Regular hand washing and the use of hand sanitiser will be in place. Children may bring in their own labelled hand sanitiser which can be stored on their work station and left in school
- Additional cleaning of the toilets is timetabled and any 'hotspots', door handles and surfaces will be wiped at regular points, and as necessary



## Attendance

Attendance in schools will be compulsory from September. The Government, and all at Potterhanworth believe that the return to school is important to help our children catch up on their missed education, make progress and promote their well-being and wider development.

We appreciate this may be a worrying time for some children and families but we hope we can work together to ensure a safe return for all children..

## Suspected cases of Covid-19

If a child becomes unwell whilst at school then they will be isolated. The child will be isolated in a room, maintaining social distancing with an adult until the parents can collect them.

Protective equipment will be worn by staff if needed

Please can all parents ensure that contact details are up to date and that you regularly check your phone for messages.

If your child or a household member becomes ill whilst at home with symptoms of coronavirus then they must notify the school, book a test, and self-isolate as Government advice.

## Confirmed case of Covid-19

If we are in the situation where we have a confirmed case of Covid-19 then we will follow the government's guidance on next steps and notifying parents.

## Child Illness (other than Covid 19)

If your child is not attending school due to illness (other than Covid 19), please follow our normal process for reporting non-attendance.

We will not be administering any medication on site (unless your child has an existing care plan - eg requiring an epipen/asthma inhaler).

## Uniform

As we welcome our children back to school, we would like them to continue wearing their school uniform and normal standards will apply.

Children will need to come to school in their PE kits on the days when PE is timetabled (details to follow).



## Lunch

- All children will have lunch at their 'work stations'
- Please provide any utensils which children will need
- Cold lunch boxes can be ordered from Good Looking Cooking (via their website)
- Unfortunately we will not be offering the option of hot lunches in term 1 and this will be kept under review
- Please remember - we remain a "nut-free" school.

## Learning

As you may appreciate, the learning and our school environment may feel different and some children may need support to readjust to school life.

We will ensure that we support our children with the rebuilding of friendships, social interaction and ways to improve their physical and mental wellbeing.

Our curriculum will be based on the needs of the children. Modifications to the curriculum may be needed at the start of the year, so teaching time can be prioritised to address any gaps in children's knowledge. In addition to this there will be a strong focus on reading.

As you may be aware, the school will receive some funding to help all children make up for lost teaching time, and additional support will be in place where needed.

The aim is to return to the schools normal curriculum content by the summer term, 2021.

On a final note, we are delighted to be welcoming all our children back and we are doing everything we can to ensure your child's and staff's safety. In line with Government advice, our plans will be kept under constant review and we will update you as appropriate.

Do please email or phone with any questions or queries. It may be that we can address some of these queries collectively if we find that common questions are coming through to school.

Yours sincerely



Debbie Challinor  
Head Teacher

