



# Garlinge Primary School and Nursery

Wednesday 3<sup>rd</sup> March 2021

Dear Parents and Carers,

We are very much looking forward to welcoming all our children and families back into school on **Monday 8<sup>th</sup> March**. Firstly, thank you for all of your support and engagement with our remote learning provision over the past few months. We hope you have enjoyed accessing our range of lessons and activities that Team Garlinge have provided. We are extremely proud of the hard work and many achievements of children, parents and carers and staff during this time, you have certainly demonstrated the school's PART values and we thank you for this.

We are writing to inform you of our plans for the full opening of school on **Monday 8<sup>th</sup> March**. We continue to follow government guidelines and have updated our risk assessment accordingly. The school day will run in a similar way to before Christmas. A reminder of the procedures is detailed below and these will continue to be in place to ensure a safe and happy return to school for all.

## Start and End of Day

- There will continue to be a 'fluid' start to the day. The doors will be open between 8:45am - 9:05am allowing for a flexible drop off time to distribute the amount of people on site at any one time.
- Wherever possible we request that parents and carers communicate with school by phone on the usual office number of 01843 221877 or by email using the [office@garlinge.kent.sch.uk](mailto:office@garlinge.kent.sch.uk) email address.
- There will be a staggered end to the day:  
Reception- 3:00pm  
Year 1 and Year 2- 3:10pm  
Year 3 and Year 4- 3:10pm  
Year 5 and Year 6- 3:15pm  
Nursery pm – 3:30pm

May we take this opportunity to thank you for your continued support when on site and remind you of the following expectations:

- Please wear a face covering at all times whilst on the school site
- Where possible, only one adult to pick up/drop off at school
- Please arrive on time to pick up your child at the end of the day and leave promptly through the nearest external gate
- Please continue to observe the one-way systems that are in place
- Parents and carers picking up from the KS2 playground are to be encouraged to leave the site through the KS2 car park gate to prevent congestion

## Lunchtime

- All children will wash their hands before and after lunch
- The new [school meal menus](#) have been uploaded on to the school website and a cold option is still available to years R, 1 and 2
- Children bringing packed lunches may do so in their normal lunch box or a carrier bag if you prefer
- Please ensure that lunch boxes are washed and sanitized daily to reduce risk of transmission
- In Reception all children will eat in the KS2 hall

- Children in Year 1 to Year 6 will eat their packed lunch in class and their hot dinner in the KS2 hall (Year 5 and Year 6 will eat their hot dinner in class)
- While in the dining hall, children will be sat with their own class, socially distanced from other classes
- Timetables will be in place to facilitate socially distanced play and lunchtimes so no classes mix

#### Further Information

- Staff and pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household
- If you are unsure as to whether to bring your child to school, you may contact the school on 01843 221877 for further advice, or for any queries, please consult our parent guide found [here](#)
- If a child becomes unwell with a new, continuous cough, high temperature or a change in sense of taste or smell, parents and carers will be contacted to collect the child and we will advise to follow Covid-19 guidance, including testing, prior to return
- In the event that a child or member of staff is tested positive for Covid-19, parents and carers of children potentially affected will be contacted and issued with guidance as to what their next steps should be
- The school will promote good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach
- Cleaning of frequently touched surfaces throughout the day and thorough cleaning of classrooms at the end of each day
- Rooms will be well ventilated as per guidance, so please ensure children wear an extra layer on colder days if necessary

Thank you all once again for your continued support, and we look forward welcoming everyone back on Monday 8<sup>th</sup> March.

Yours faithfully,

The image shows two handwritten signatures in black ink. The signature on the left is 'Stephen Cope' and the signature on the right is 'ANorthrop'. Both are written in a cursive, personal style.

Stephen Cope and Anna Northrop  
Heads of School