



## Garlinge Primary School and Nursery

2 June 2020

Dear Parents and Carers of Year N, R, 1 and 6 pupils,

I hope that you all continue to be well and I know that some of you are looking forward to returning to school. I am writing to advise you of some of the changes that we will need to make to the provision we offer your children, in line with the guidance that we have received from government and Kent County Council. The following measures will ensure that we can make things as safe as possible upon your child/children's return to school. I completely understand that some parents have chosen to not return their children to school at the moment and this entirely at your discretion – I am sure that all parents will make the right decision for their families. I would like to re-iterate that there will be no penalty issued to parents with regard to attendance if children do not come to school during this period. We will also ensure that the class email system that lots of you have been using to communicate with your child's class teacher will continue to be used throughout the summer term to support with Home Learning if that is your choice.

The return dates are as follows: Nursery and Reception on **Thursday 4<sup>th</sup> June**, Year 1 on **Monday 8<sup>th</sup> June** and Year 6 on **Wednesday 10<sup>th</sup> June**. Please could you ensure that you note the following points to ensure that we are able to organise our provision effectively and efficiently –

- There will be staggered start and finish times for the Year groups on their return –
  - Nursery will attend from 8:45am until 11:45am
  - Reception will attend from 8:45am until 2:45pm
  - Year 1 will attend from 9:00am until 3:00pm
  - Year 6 will attend from 9:15am until 3:15pm

The above times will allow for a calmer flow of parents around the site and far less congestion, allowing for social distancing to take place more easily. Please could you ensure that you pick your children up promptly so that these times do not become too crowded.

- I would also like to remind parents that **each Friday** school for Year R will finish at 12:45pm, Year 1 at 1pm and Year 6 at 1:15pm, to allow for enhanced cleaning to take place. We have also arranged for more cleaning rounds to take place during the school day when children return.
- Wherever possible we would ask that only one parent brings children to and from school and also that other siblings are not brought onto site unless absolutely necessary. We also need pupils to make their own way into their classrooms each morning.
- Places for the year group spaces need to be booked in advance. We will contact parents who have not yet responded to our survey or email requests to see if their child is returning on the above dates. After that, however, we request that if your child needs a place within school that you contact us by 5pm on the Wednesday of the week prior to their potential return so that this can be organised.
- All children will be placed into classes or 'pods' of up to 15 children from their year group. In the vast majority of cases they will be with either their class teacher or TA, but unlikely to be both. Where possible, they will continue within this pod until circumstances change due to government advice.
- The children will be following a similar curriculum to that being used within our Home Learning. This learning will allow for the fact that pupils have been away from their 'normal' learning and support them as they move towards the end of the academic year.

- All children will need a healthy, nut-free, packed lunch. If your child is in receipt of Free School Meals or Universal Free School Meals (Year R, 1 and 2), then a packed lunch will be provided for them by the school kitchen. We politely ask that your child brings their lunch into school in a disposable bag to reduce risk of things travelling between home and school.
- Children will need to attend school in their usual school uniform. We request that this is changed wherever possible on a daily basis. Children will not require a separate PE kit in the first instance.
- Unfortunately Breakfast Club will only be available to the children of Key Workers in years 2,3,4 and 5. This is due to needing to keep year group pods specific to those pupils only and a large number of pupils at Breakfast Club will make this impossible. We are also unable to offer After School Clubs during term 6.
- We have added some additional lines and floor markings around the school to create one way 'loop' entrances and exits at both the Westfield Road gate and the Caxton Road gate. We would ask you to observe these markings and routes to ensure the safety of all and we will have staff at these points when you return.
- If you need to speak with your child's teacher or another member of staff, please contact the school office by phone to arrange this. Wherever possible we will be communicating with parents over the phone and teachers will be happy to give you a call.
- We would request that your child does not bring any of their home items/toys into school. They will not need a school bag. We will provide all pupils with any equipment that they need. The only exception to this would be year 6 pupils, who can bring in a small pencil case of their own things, which will remain in their trays until the end of term and will only be used by them.
- We also politely request that your child doesn't bring any of their Home Learning in to show their teachers at this point. It would be fantastic to see pictures of this and please do send in a picture to the class email – we would love to put the best ones on the school website.
- We will not be sending any school resources home. Children will still read at school, but books or spelling lists will not be shared or sent home. Please do encourage your child to read whatever books they are interested in at home.
- If you wish to send in your child with a small bottle of hand sanitiser for their own personal use, please do. However, we have got plenty in stock and it will be freely available for children to use, in addition to regular hand washing. Other than that, we will be following government guidelines and no other PPE will be used in normal circumstances.
- We would also like to remind you to ensure that children come to school with a hat and sun cream applied on our warmer days. We are trying to get the children outside as much as possible and we want them to stay as safe as possible.

I am completely aware that these circumstances are anything but the norm and that your children will find things a little unusual on their return. I would like to add that this has been a very difficult project to put together over the past few weeks and your child's safety has been uppermost in our thoughts during the organisation. We believe the steps that we have taken will help make the school environment the safest it possibly can be – please share the above points with your child at a level that they can understand in order to make their transition back into school as smooth as possible.

If there are further questions, our admin staff are available to contact as usual on [01843 221877](tel:01843221877) or via email on [info@garlinge.kent.sch.uk](mailto:info@garlinge.kent.sch.uk).

Yours faithfully,



James Williams  
Headteacher