



## Garlinge Primary School and Nursery

2 June 2020

### Continuing provision for children of Key Workers

Dear Parents and Carers of Key Worker children,

I hope that you are all safe and well and had an enjoyable half term if that was the case. As I am sure that you will be aware, school will be re-starting for some year groups (Year N, R, 1 and 6) as we move through the next week and a half and because of that, as well as increased numbers of pupils within this provision, there are a few minor changes that we need to inform you of.

Therefore, from **Thursday**, we politely request that:

- All pupils attend school in their full school uniform. As other year groups come back, all children will be expected to wear uniform. Please could you ensure that it is changed on a daily basis to maintain as low a risk of infection as possible.
- Children will work in year group specific pods of no more than 15 pupils. At the very beginning two year groups may be put together, but this will only be until Years R, 1 and 6 are back within their own pods.
- Please drop off and collect your child outside the year 4 classrooms located on the Lower Key Stage 2 playground. The classroom doors will be open and staff will be on hand to direct you.
- Children will be taught by a range of teachers and teaching assistants from across the school who are not involved within our Year N, R, 1 and 6 teaching. Where possible, these members of staff will stay with their pod.
- Places for our Key Worker pods will need to be booked in advance so that we know numbers and can make sure staffing levels are sufficient. We will need to know your requirements by the Wednesday before the actual week so that things can be organised. If we do not get information by this date we cannot guarantee a space.
- 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), 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 germs travelling between home and school.
- All children are dropped off and collected promptly during the day. Full days should be kept to wherever possible. Whilst we know that this was not the case over the past two months, we currently have some admin staff working remotely to comply with regulations so do not have as many staff to collect children during the day.
- Children should not bring anything into school from their homes, for example toys or games. All necessary equipment will be provided and this will again allow risk to be kept to a minimum.
- You can continue to keep in contact with your child's class teacher, using the email system we set up recently. Teachers have really enjoyed seeing examples of pupil's work – please keep them coming.
- 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 we can and we want them to stay as safe as possible.

I hope that you agree the above points will allow your pupils to continue to access the school provision in a safe and secure way and we very much look forward to continuing to work alongside and support you.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Williams'.

James Williams  
Headteacher