



Garlinge Primary School and Nursery

27th August 2020

Dear Parents and Carers,

I hope that everyone has had an enjoyable, if slightly unusual, summer and that you have made the most of the time together and the lovely weather that we have had. I wanted to write to all parents and carers at this time to outline some of the procedures that we have put in place to ensure a safe and happy return to school for our pupils and staff. The return of selected year groups in June went very well, as did the transition days and meetings we had for all pupils. I look forward to welcoming the whole school community back from **Wednesday 2nd September**. You will see below a summary of the actions that we are taking and I would stress that we will obviously keep all of these under scrutiny, to ensure that should we need to make any changes then these can be made quickly and efficiently.

Start and end of the day

- There will 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.
- Where possible we would ask for parents and carers to wear a face covering whilst on the school site and follow social distancing guidance.
- We request that where possible only one parent or carer 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.
- 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 and Caxton Road entrances. 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.
- 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 info@garlinge.kent.sch.uk email address.
- If you wish to communicate with your child's class teacher this can be done via the class email address. Simply pre-fix your child's class followed by '@garlinge.kent.sch.uk' – e.g. 1A@garlinge.kent.sch.uk
- 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.
- There will be a staggered end to the day: Reception 3:05pm, KS1 3:10pm, KS2 3:15pm
- For information regarding bus travel to and from school please click [here](#). This link will also be uploaded on to the school website.

During the school day

- Classes will create a pod. They will stay together for the majority of the week with the same teacher and teaching assistants.
- Children will be encouraged to wash their hands regularly throughout the day and hand sanitiser will be available.

- There will be no Key Stage or whole school assemblies. The children will have class assemblies, circle time and access 'video' assemblies led by the Senior Leadership Team.
- During morning playtime, pods will not mix with other pods. They will have their own Active Play equipment to play with.
- Children in years 2-6 will face forward at their desks to minimise the risk of transmission, as per government guidance. Due to their age, children in Year R and 1 may sit in small groups at tables.
- We will try to minimise items coming to and from school. If children wish to bring a pencil case we would prefer for this to be left at school, solely for their use.

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. Please note we have made changes to the menu for the first 3 days as below:

Wednesday 3rd September

Tomato pasta, macaroni cheese, jacket potatoes – biscuits and fruit

Thursday 4th September

Sausages (or veggie sausages), mash and sweetcorn, jacket potatoes – fruit sponge

Friday 5th September

Fish fingers, chips and beans or veggie option, jacket potatoes – ice cream

- 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.
- In years 1 and 2 children will eat their packed lunch in the KS1 hall and hot dinners in the KS2 hall
- In KS2 children will eat their packed lunch in class and their hot dinner in the KS2 hall (year 6 will eat their hot dinner in class).
- While in the dining hall children will be sat with their own pod, socially distanced from other classes.
- Timetables will be in place to facilitate socially distanced play and lunchtimes. No more than two pods will mix outside on the playground during lunchtime and will play at opposite ends of the playground.
- Midday Meals Supervisors will oversee distribution of cutlery for children receiving a hot school dinner.

PE Kit

Children in year 1-6 will wear their PE kit to school on their PE days. You will be notified which day/s this will be on by the end of the first week back in September.

Breakfast Club and Tea Time Club

- We will be providing our wraparound care from 7:45am – 5:45pm, to meet the needs of our working families.
- Families whose children currently attend Breakfast Club, or will be starting Breakfast Club or Teatime Club will be sent a separate message via Weduc this week.
- As per government advice Breakfast Club and Teatime Club provision will be available to use, however there is an acknowledgment that we are unable to keep children within their class pods during this time. Where possible we will be limiting the contact between children from different departments, keeping them in small, consistent groups.

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.
- If a child becomes unwell with a new, continuous cough or high temperature or other symptoms related to Covid-19 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 of what their next steps should be.
- School settings **do not** need to take pupil's temperature routinely every morning
- 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
- The school mini bus will not be used for school transport until further notice
- Please note Nursery children return on **Thursday 3 September** and for Reception children please refer to your child's individual correspondence.

Thank you all once again for your support over the past six months, and I sincerely hope this continues as we move into a new academic year. Do enjoy the upcoming Bank Holiday weekend and I look forward to seeing you on **Wednesday 2 September**.

Yours faithfully



James Williams
Headteacher