



Monday 4th January 2021

Dear Parents and Carers,

Welcome Back and some Key Reminders

Please remember that all arrangements are subject to SHORT NOTICE CHANGE dependant on Government/DfE and Trust advice, which is changing rapidly.

I would continue to urge you, however, to have some contingency childcare plans in place just in case of any short notice change to current directions or indeed, in case of any Bubble closures due to a positive case of Coronavirus or due to staff shortages.

Please be reassured that we have robust Covid-Safety measures and risk assessments in place and that these have all been reviewed with staff today and classrooms thoroughly prepared again as Covid-Safe Bubbles.

Gates

Gate arrangements will remain the same as last term and signage should clarify expectations for you should you have forgotten over the break.

Class	Gate	Time
Walnut	Glapton Lane Nursery Pedestrian Gate	Morning Drop off: 8.45am
Sycamore & Oak	Glapton Lane Pedestrian Gate	
Birch & Elm	Manor Farm Lane Gate	Afternoon Collection: 3.00pm
Hazel & Cherry	Green Lane Gate	
Larch	Glapton Lane Nursery Pedestrian Gate	Morning Drop off: 9.00am
Juniper & Willow	Glapton Lane Pedestrian Gate	
Chestnut & Beech	Manor Farm Lane Gate	Afternoon Collection: 3.15pm
Rowan & Alder	Green Lane Gate	
Saplings	Glapton Lane Nursery Pedestrian Gate	Morning Drop off: 9.15am Morning collection: 12pm Afternoon Drop off: 12.45pm Afternoon Collection: 3.30pm

Please respect social distancing and wait on pavement areas in single file. Please instruct your children to remain with you, or come directly to you and not to play about on pavements, grassy areas, climbing trees or in the brook.

Please could we respectfully request that you wear a face covering at the gate and please understand that teachers will be unable to have discussions with you and must remain socially distanced from you. Phone calls can be arranged for longer discussions should they be necessary.

The children adapted incredibly well last term and this enabled their entry to class to be swift and safe. They will be supported to re-establish these routines on arrival in the morning.

We do need to ask you as adults once again to support each other and members of your community. We all need to follow government guidance and our procedures during this time.

- Please arrive on time to your designated gate
- Please ensure that only **ONE** adult accompanies your child/ren at both drop off and pick up

- Please wear a face covering at drop-off and pick-up times
- Please **drop** your **oldest** child off **first** and follow on to other gates, dropping your youngest last. An adult will wait until gate closure time (10 mins)
- Please **collect** your **youngest** child **first** and then make your way to the designated gates collecting your oldest child last
- Please remain **SOCIALLY DISTANCED** from other families (at least 2m)
- Please wait in a single file without blocking pathways or congregating in a group as this contravenes current government guidelines
- Please look for signage which will show you where to wait for your child and which side of the gate is designated for your class
- Please follow our **RESPECT** charter at all times
- Please ask a member of staff if you are unclear and they will guide you
- Please know that we continue to really appreciate your efforts during these unprecedented times

Other Reminders

Water Bottles

Please could you ensure that your child has a water bottle labelled with their name, freshly filled each day. They will have access to this water throughout the day.

Partnership Book

Please use the partnership book as a means of general communication.

Office Hours

Please note that school office hours are 8.15am to 4.15pm on Monday to Thursday and 8.15am to 4pm on Fridays. Telephone calls outside of these times cannot be answered nor emails responded to.

First Aid and Medicines

You will be informed if your child has received first aid during the school day.

If your child needs medicine administered during the day please ensure that you have filled out the correct paperwork and that the medicine is in its original packaging, in date and if prescribed has your child's details on the label and clear dosage instructions. If the medicine dosage allows for administration at home we would kindly request that it is not brought for administration at school e.g. three doses per day could be given before leaving for school, on arrival home and before bed.

A dosage specified at lunchtime would of course be administered at school.

School Uniform

Thank you for supporting our school uniform policy.

Please remember to send your child's PE kit in a red drawstring bag, which can be safely stored in the school cloakroom or on pegs. Large rucksacks do not fit in the cloakroom and are a danger in the classroom. School book-bags or a similar red book-bag should be used, as these can safely be stored in your child's tray.

Your child does not need anything else in school as we supply all of their stationary needs.

We are aware that Boris Johnson is addressing the Nation at 8pm this evening but all being well we will look forward to welcoming you in the morning.

Many thanks for your ongoing support.

Yours sincerely,



Mrs. C Hurst BA (Hons) PGCE NPQH NLE
Headteacher