Dear Parent/Carer,

As I write, we have had two full weeks of students back to school and we have been really pleased with how things have gone. The children have been happy in school and have adapted to the changes in the most fabulous way, accepting the new routines and expectations very quickly. Reception children in particular have been very settled indeed. I wanted to start with a very big thank you to you all for helping support this return to school and helping the children feel comforted in the new normal.

Now we have embraced the biggest changes, I want to confirm that the staggered entry and entry to school will start at 8.45 as usual and end at 9.00am with all children on the school grounds by this time to ensure we can lock the gates and safeguard effectively. This means Reception children who had been a little later can now move to between the earlier times please. Please do not be late as our risk assessments do not allow for children coming in through the front entrance.

The end of the school day will see the gates opening at 3.00pm to allow for the slow flow of adults collecting and all children will need to have been collected by 3.20pm at the very latest when again the gates will need to close promptly and full cleaning commence.

Thank you for your cooperation and reminders for children to maintain social distancing wherever possible and indeed your brilliant efforts in role modelling this yourselves whilst waiting and travelling through the grounds. It is important that one adult collects each day and they move on and off the premises swiftly. We have all children ready to do just this at the end of the day so you can keep walking once collected. It is important for safety of all, that adults remain separated and don’t group in conversation. Please keep discussions to a minimum and make use of the Parent App and Dojo to communicate with staff in more detail.

As we move forward I wanted to highlight and provide some answers to questions from parents so I have set out below some of the facts that are relevant at today’s date:-

**What could happen if the school becomes aware of a positive case?**

You will have seen in the news over the last couple of days that there have been many hundreds of schools having to close partially or, even in some cases, fully. The details that follow will hopefully prepare you for what **could** happen if we were officially informed by a parent that their child had tested positive for COVID-19 or if we had a member of staff test positive.

If we were informed officially of such a case within our staff or a child, the first thing we would do is follow the government guidance and call the local Health Protection Team. I will discuss with the HPT the controls we have in place, which is our Risk Assessment on our website, to determine what the next steps should be. In terms of a student testing positive, this would likely mean that the Bubble group of that child would need to move to remote

learning for a period of time defined by the HPT, which could be up to two weeks. I have used the word could above as the response from the HPT is not set in stone, so I am only discussing what we believe is likely.

The decision to partially close the school in any way will not be made in isolation and will be made following discussions with our Executive Headteacher and **not before we have discussed it fully with the local Health Protection Team**. The final decision will be made by the HPT and the school will follow the instructions given.

Therefore, it is very important that you are clear on the following:

* If a child tests positive, the parent/carer should contact the school immediately to let us know. They should not discuss it with anyone else and **certainly not put it on social media.**  The school will only make a decision after discussion with the HPT.
* The school will inform you of any closure partially or otherwise only by
	+ Text message
	+ Parent App/Class Dojo
	+ Message on our school website
	+ Email address

So, it is **critical** that we have up to date contact details for you. **We will send a check message to you today (Friday) via the communication types today**. If you do not receive a message by the end of the day, then please send us an email to admin@gateway.fcat.org.uk stating your child’s full name, class and contact mobile number. Then we will add the email address details we receive to your child’s contact details.

If any decision to close Bubbles is made in the evening or at the weekend then we will inform all parents of the affected year group by the above means clarifying the length of the self-isolation period (time not in school) and this will be followed by an official letter.

If the decision is taken to close partially or fully, then children of keyworkers will also need to self-isolate.

I remind that the guidance states that if any member of your household develops one of the main symptoms above then that person as well as the rest of the household should isolate for 14 days and the person showing symptoms should arrange to be tested.

* A new persistent cough
* A high temperature
* Loss of taste or smell

We are doing everything we can to follow the guidelines and your continued help is so important for us all. Thank you for all efforts so far and keep up the great work.

Have a lovely weekend and please stay safe and well. Remember ‘Hands, Face, Space’.

Kind regards,



Mrs Robinson