



## FAIRFIELD PRIMARY SCHOOL

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21<sup>st</sup> August 2020

Dear Parent/Carer,

I hope that you have all had a lovely summer break and have enjoyed time together. We are very much looking forward to welcoming you all back to school next week and we have been working hard to ensure that everything is in place for a successful restart.

All children should be aware of who their teacher is for September and we have detailed the school start and finish times for each class below. I have also outlined the key measures we have in place as well as lots of other information regarding reopening. Please read it in detail.

The plans in place are designed to mitigate any risk as much as possible and the safety of people within school will always remain the primary concern.

### September 2020:

#### School Organisation

- We have plans in place for a further lockdown (local or national) and will ensure continuity of education – we have a robust system in place and we are currently working on an expansion of provision which will be deployed in the event of a further closure. Thank you for your feedback in this area.
- Classes or year groups will operate as separate 'groups' within school. Groups will not crossover (where possible). Nursery will operate as one group, Reception will be a year group as will Year 1 and Year 2. All KS2 groups will operate as individual class groups.
- As contact between groups needs to be minimised, we will not be undertaking any cross-group activities such as assemblies. Any large gatherings will continue to take place virtually across the classrooms.
- Lunch times and break times will be staggered. All lunchtimes will take place between 11:45 and 13:30. In the initial phase, Year 6 are the only group who will collect their lunch and eat in their classroom. All other groups will eat in the Hall or Lower canteen as per normal.
- A risk assessment is in place and will be continually reviewed alongside our policies and procedures. The risk assessment is available on the COVID-19 section of our website.
- School will continue with a staggered entry and finishing time to encourage continued social distancing and reduce contacts with groups. Children should be dropped off at the appropriate time and are not permitted to play on the playground in the morning or after school.



Year Group	Drop Off time	Pick up time	Location
Nursery	9:00	12:00/15:00	Lower building Gate entrance
Reception	8:50	15:15	Middle Gallowbarrow Entrance
Year 1	8:35	15:00	Lower building Gate entrance
Year 2	8:40	15:05	Key Stage 1 Main Door
Year 3	8:30	15:10	KS2 Site
Year 4	8:40	15:20	KS2 Site
Year 5	8:50	15:30	KS2 Site
Year 6	8:30	15:10	KS2 Site

- **Any child or adult who is showing symptoms of the coronavirus (becoming unwell with a continuous cough or high temperature, or has a loss of or change in their normal sense of taste or smell) MUST NOT come into school.** They must be tested and school informed of the results. If the test is negative, your child can come back to school. If the test is positive, school and parents must follow the advice from Public Health England, who will support with track and trace and may advise others within the groups to take action.
- School will continue to promote a high level of hand and respiratory hygiene. We would really appreciate your support in teaching/reminding your children how to wash their hands effectively before the school restart. We have put guidance and videos on the COVID-19 section of our website.
- Parents and visitors will only be allowed in school for a planned meeting by pre-booking an appointment. Parents may telephone or email the school if they have any queries. This includes visits to the administration team.
- We will continue to minimise contact between individuals and maintain social distancing wherever possible although adults will be working with multiple groups.
- Please ensure that you are punctual at drop off and collection and do not socialise in the school grounds. It can be very difficult to police a lack of social distancing so please save all of our blushes and adhere to the guidance.
- We are aware that some parents might have a wait between pickups. We apologise if this is the case and would encourage you to wait on our KS2 site in a socially distanced fashion (grassed area).
- School will return to our normal uniform policy. Please ensure all children are in the appropriate uniform (including footwear) from September.
- We will be starting PE and active sessions straight away in September so children will need their PE kits. PE however, will mostly be outside and we can't let the weather stop play too much. Therefore, please ensure you send appropriate clothing on their PE day (you will know the PE day via the teachers information).
- Wraparound Care will resume operation from September, but users will be divided into wider groups e.g. Key Stage 1 and Key Stage 2. It will operate from Key Stage 2 from September.
- Where parents use childcare providers or out of school activities for their children, we will encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.
- Gathering at the school gates, on the school grounds and otherwise coming onto the site without an appointment is not permitted.
- School bags are permitted. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Equipment brought into school must be limited to required items only. Children do not require pencil cases as they will be given their essential equipment.



## **Wraparound and After school clubs**

Our popular wraparound (WAC) service will be open as per normal from September 2<sup>nd</sup> (AM from 0730 and PM up until 1800). Mrs Lee and the team are very much looking forward to welcoming back the children.

The wraparound service has now moved into the Key Stage 2 building (entry point is an external door near the outdoor classroom). The WAC service will work under all of the same protective control measures (handwashing etc) as the whole school and they will endeavour, where possible, to keep children in small, manageable groups. This is however, one area of the school where there will be a small amount of inevitable mixing of children.

Booking for the WAC provision will be open very soon. We will text all parents when it is available.

If you do not have a SchoolMoney account yet and wish to use the service, please contact the admin team on September 1<sup>st</sup> and they will take ad-hoc bookings.

Please also remember that the WAC facility has a dedicated mobile phone number – **07407492388**. This will be re-activated on the 1<sup>st</sup> September for any last minute queries.

In our current plans, there are no music or after-school clubs scheduled for Autumn term 1 and we will review the position in September. We hope to be in a position to offer clubs later in the year.

## **School Lunches**

Please ensure you have ordered your child's meals via LunchShop prior to the restart. A reminder text message will be sent out.

Again, if you do not yet have a LunchShop account, please get in touch with the admin team on September 1<sup>st</sup> who will assist you with an order and or setup an account.

## **School Attendance**

- School attendance will be mandatory for all pupils again from the beginning of the autumn term.
- It is the parent's responsibility to ensure their child attends school regularly.
- It is the school's responsibility to record attendance and follow up absence.
- Good attendance is essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider personal and social development.
- Car sharing to and from school is not currently advised, unless the individuals are from the same household or class.

## **Website**

We have a page on our website dedicated the COVID-19 response and I would encourage you to take a look. On there you will find the key information, our correspondence, our full risk assessment along with videos that can be used to teach children how about good hand and respiratory hygiene.



It would help us enormously if you could share the videos with your children prior to restarting school and support them in effective handwashing.

<https://fairfieldprimary.co.uk/key-information/covid-19-response-information>

The new term will begin on **Wednesday 2<sup>nd</sup> September 2020** at the times set out above.

I very much look forwards to seeing all of the children back in school and we will, as always, work hard to ensure all of the children are safe, happy and making progress whilst having fun. Please don't hesitate to get in touch with us via the usual means if you have any questions.

Yours sincerely



Mr C J Steele  
Headteacher

