



04 September 2020



Culverley Road, Catford, London SE6 2LA

Tel: 020 8698 5001

Email: [admin@rusheygreen.lewisham.sch.uk](mailto:admin@rusheygreen.lewisham.sch.uk)

Website: [www.rusheygreen.lewisham.sch.uk](http://www.rusheygreen.lewisham.sch.uk)

Headteacher: Mrs. Lisa Williams

Deputy Headteacher: Mr. Michael Grocock

Deputy Headteacher: Miss Nerissa Fisher

Dear Parents/Carers Year 4,

We are looking forward to welcoming the children back to the new term.

We are all well rested and eager to get the children back. Over the Summer we have planned and prepared the classrooms and building to safeguard the children as much as possible.

#### Re-opening guiding principles:

- Protect the health, safety and wellbeing of all members of our school community;
- To follow guidelines set out by the government, the DfE and Lewisham Local Authority;
- Provide children with familiarity of school routines that will support their social, emotional and academic learning;
- Provide clear expectations for children, parents and staff during this continued period of lockdown.

The reopening plan for our school keeps in mind that we are in a position of recovery and remain in a state of alert to protect our school community. This means that routines, schedules and the operation of our school will continue to look different. At all times however, we will endeavour to achieve the following:

- Limit contact between groups of children;
- Limit the contact between staff members and different groups of children;
- Plan for the movement of children and staff groups around school;
- Minimize contact between staff, children and a wider group of parents and visitors.

#### School Opening and Closing Times

##### **Monday 7th September 8.45am and 3.15pm**

Entry and exit points will be organised to limit the contact between parents and between different groups of children. Parents will not be allowed in the school building and only on allocated playground areas – with the exception of year 6. Teachers will meet their children in the playground and walk them inside to their classrooms.

#### Expectations for Children, Parents and School

School:

##### **Measures we have taken to prevent the spread of the virus:**

1. The air conditioning system has been sanitised and will be refreshed each term.
2. Children will sit in rows (year 2- 6) facing the front.





Culverley Road, Catford, London SE6 2LA

Tel: 020 8698 5001

Email: [admin@rusheygreen.lewisham.sch.uk](mailto:admin@rusheygreen.lewisham.sch.uk)

Website: [www.rusheygreen.lewisham.sch.uk](http://www.rusheygreen.lewisham.sch.uk)

Headteacher: Mrs. Lisa Williams

Deputy Headteacher: Mr. Michael Grocock

Deputy Headteacher: Miss Nerissa Fisher

3. Each classroom has a sink and children will be encouraged to wash their hands on entering the classroom and at regular intervals.
4. Each class is in a bubble and will be allocated a playground zone for breaks and lunchtime. Each break pupils will be with their own class and year group. Children will not mix with other year groups.
5. There will be a lunchtime rota; children will eat lunch in the hall with their class and in year group bubbles.
6. P.E. will go ahead; however, no contact games will be planned.
7. Singing lessons will be put on hold.
8. Assemblies will be in class - there will be no whole school assemblies.
9. We will offer an appointment system for the school office. Parents and visitors will not be allowed to enter the school building without an appointment.
10. All classes in year 3, 4, 5 & 6 have been allocated a set of stairs for their year group to use only.
11. Different gates have been allocated to different year groups for entry and exit to school.
12. There will be one sibling drop off and pick up point.
13. Toilets will have additional cleaning throughout the day.
14. Face masks are not recommended for children under 11 years. You may prefer your child to wear a face mask to school. We will ask the children to remove their mask in school and wash their hands afterwards. Staff will not be wearing masks. However, a face shield may be worn by some members of staff.

#### Children:

- If arriving at school before the gate to the playground has opened, children will wait sensibly and keep a safe distance from other children and parents.
- Each year group will have their own entrance to the building.
- Year 4 children to enter through the Culverley Road main gate. Children will line up in the sports cage and will be collected by their teacher. Children will enter through the main hall and go to class via the main entrance stairs.
- Younger siblings should always be dropped off first and parents only need to do one drop off. A member of staff will direct you to an adult to take your year 4 child to class.
- If you have a child in Year 1 or 2, drop off the youngest child, please enter through the **Penerley Road main gate** between 8.45am-9.00am. Year 5 & 6 children can take themselves to class.
- Once children have entered the school building, they will immediately need to wash their hands using the sinks in the classrooms.
- Children will only need to bring the minimal equipment that is needed and take this into their classroom. They will be provided with their own learning resource packs which they must leave in school every day.





Culverley Road, Catford, London SE6 2LA

Tel: 020 8698 5001

Email: [admin@rusheygreen.lewisham.sch.uk](mailto:admin@rusheygreen.lewisham.sch.uk)

Website: [www.rusheygreen.lewisham.sch.uk](http://www.rusheygreen.lewisham.sch.uk)

Headteacher: Mrs. Lisa Williams

Deputy Headteacher: Mr. Michael Grocock

Deputy Headteacher: Miss Nerissa Fisher

- Reading books can be taken home. Once returned to school, they will be put into a box to be sanitised before others can take home.

### Parents:

Please check daily that your child is fit and well to attend school. Do for example regularly check their temperature. If your child is unwell or is exhibiting any Covid-19 related symptoms, do not send them to school but please inform us immediately by contacting the office. Follow the government guidelines for Track and Trace. Book at test ASAP.

- Please inform the school if your child or a member of your household tests positive for Covid-19.
- Make sure that you arrive promptly at school so that your child is collected by their key school adult at the end of the day.
- When arriving at school in the morning and afternoon, please ensure that you and your child strictly adhere to social distancing from other children and families not in your child's year group.
- Families with siblings are asked to drop off their youngest child first before dropping the other children at the sibling drop off point.
- Please can only one adult per household drop their child/ren off at school – this is to limit the number of people that adults and children may come into contact with.
- Please ensure that your contact details are up to date and that you or someone in your household is able to pick your child up from school immediately should they become unwell.
- Please provide your child with a water bottle, clearly labelled with their name.
- 

If you have any concerns or questions please contact [admin@rusheygreen.lewisham.sch.uk](mailto:admin@rusheygreen.lewisham.sch.uk) and we will get back to you as soon as possible.

We look forward to seeing you all again on Monday 7th September.

Best wishes,

Lisa Williams  
Headteacher

