



Danbury Park Community Primary School

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Headteacher: Mrs C Gooding BA (Hons), PGCE, MA (Ed), NPQH

Deputy Headteacher: Miss D Johnston BA

17th July 2020

Dear Parent,

Full Re-opening of Danbury Park Community Primary School – Thursday 3rd September 2020

Thank you for your overwhelming support and consideration over the past few months. This has certainly been a very challenging time for us all. Since the government released their guidance for schools, we have been working on our plans so that we can open to all pupils in September with as minimal disruption and inconvenience as possible for children and parents.

I am sure that you will have worries and concerns about school re-opening to so many children but I would like to reassure you that we have systematically worked through the government and Local Authority guidance and considered how we need to adapt our own normal school practices. A lot is already in place from when we re-opened to more children in June.

School will reopen to all pupils in Years 1 through to 6 on **Thursday 3rd September**.

New Entrants in Reception

As you can imagine having 37 new children starting school all at the same time, and in the midst of pandemic arrangements, will be challenging and we want them to have the calmest and smoothest welcome possible. For our new entrants joining us in Reception, we are operating our usual staggered start that has worked well in the past so that:

- The older half of Class Jay starts on Thursday 3rd at 9.15am;
- All Reception children in Class Hummingbird start on Friday 4th at 9.30am;
- On Monday 7th September the older half of Class Jay come into school at 9.15am with the younger half joining them at 9.30am; Class Hummingbird come in at 9.05am with their Year 1 classmates.

From Tuesday 8th, all children follow the start and end times as in the table below. Miss Bridge and Mrs Crouch should have informed parents at meetings this week of which group your child is in but if you are unsure please contact the school office.

Beginning and End of the School Day

To avoid overcrowding at the school gates, we will be operating a staggered start and end to the school day using three different entrances to the premises. At the moment parents are not allowed into the playgrounds or classrooms. This staggered start and end will enable us to get a large number of children into and out of school as quickly as possible. In order for this not to decrease the amount of time spent on teaching and learning, the lunchtime will be reduced from 1 hour to 45 minutes, which will aid the management of this period, which also has to be staggered. These arrangements will be constantly monitored with a full review toward the end of the Autumn Term.



Class	Start Time	End Time	Entry/exit
Avocet	8.55am	3.05pm	Vehicular gate into the infant playground. This is at the bottom of the main car park just past the exit barrier for Danbury Outdoors. There is a grassed area by the Danbury Outdoors' sign along which parents and children can queue. Vehicular movement at these times will be minimal.
Budgerigar	9.05am	3.15pm	
Cuckoo	9.15am	3.25pm	
Dove	8.55am	3.05pm	Main gate into the front playground. Please wait on the grassed areas by the gate, keeping the paths clear for access to and from the school office.
Eider	9.05am	3.15pm	
Flamingo	9.15am	3.25pm	
Goldfinch	8.55am	3.05pm	Back door from the staff carpark. Parents will need to queue in the staff carpark. Although there will be no vehicular access at the time, we ask that parents keep pre-school children under close supervision to avoid damage to the parked cars.
Hummingbird	9.05am	3.15pm	
Jay	9.15am	3.25pm	

Staff will be on hand to assist you in the first few weeks of this system.

To avoid large gatherings at the school gates, we ask that:

- 🔊 Only one adult drops off and collects but we understand that you may need to bring pre-school children with you.
- 🔊 Families arrive promptly at the beginning and end of the school day at their designated times.
- 🔊 Parents set a good example to the children by observing the social distancing regulations in force at the time.
- 🔊 To avoid congestion and minimise vehicular movement in the main car park, where possible, families walk to school or park away from the main building. If you are early, please wait away from the entrances.

If you are running late, but arrive before the last class has come into school, please join the queue at your child's designated entrance. If you arrive after 9.25am please go to the school office.

The main office will be open as usual but we can only allow one family in the foyer at a time. Please queue alongside the building.

Coming into and out of School

The teachers will meet families at the gates and welcome the children into school. They will go straight to their classrooms to put away their coats, book bags, water bottles and packed lunches if this is their preference. The children in KS2 are allowed to bring in a snack but this must be a piece of fruit or some vegetables in line with the healthy snacks eaten in the infants. The infants are all provided with free fruit and vegetables from the government and this will resume in September. They will then wash their hands before starting their learning.

At the end of the day, the children will be led back to their entry point by their teacher and handed over to you. If your child is in Year 5 or 6 and will be walking home, please make sure that you have completed a permission form available from the office. Please leave the area swiftly so that we can make this process as smooth as we can.



Arrangements will be in place with Woodlands and Jesters for before and after school childcare.

Daily Routines

Whilst in school each class will operate as a separate bubble. The children will stay in these bubbles throughout the day from the time they come into school until the time they leave. The bubbles will not mix.

All classrooms have supplies of soap, tissues and hand sanitiser gel. Once in school the children will put their belongings away and they will then wash their hands before starting their learning. Throughout the day there will be frequent additional handwashing including before and after every break, before and after eating, at the end of the day as well as after handling any resources that we may use. The children will be reminded to wash their hands for 20 seconds and will be supervised by staff. The children have been allocated a block of toilets near their classroom to use, with restricted numbers of children allowed in them at any one time, and they will be cleaned more frequently than normal.

The children need to bring into school each day:

- 👤 Their book bag with just their reading book and diary;
- 👤 Water bottle;
- 👤 Lunch box if having a packed lunch;
- 👤 In Key Stage 2 a piece of fruit or vegetables. At this time we will not be running the school tuck shop;
- 👤 Coat.

On the first day the children will also need to bring in their PE kit in its **draw string bag** which will stay in school until the end of the half-term to minimise the exchange of items between school and home.

Please note that **no other bags or pencil cases** should be brought into school. If your child has a pen licence, they should bring in their own named ink pen on the first day and this will stay in school. We have a stock of small cartridges but if your child has a Parker pen, they will also need to bring in a supply of the longer cartridges.

The classrooms have been arranged to seat the children in rows facing the front where possible. However, for the children in Reception, social distancing has been relaxed and they will be able to sit, play and work in small groups.

We will make use of external classroom doors to enable one-way flows of traffic and to avoid bubbles mixing in corridors.

Each class has a first aid station for minor injuries. The older children will be encouraged to clean grazes and apply plaster themselves. Please do not worry, should there be a need for assistance or more complex first aid, a member of staff will be there to help.

The school is thoroughly cleaned each evening and periodically throughout the day using suitable detergents. We focus on cleaning tables, chair backs, doors handles and frequently touched surfaces, as well as any resources or equipment used.

Lunchtimes and Break times

We will have a staggered lunch break in the middle of the day to enable the children time to eat and play but they will need to stay within their class bubble and within their designated zones for eating and playing on the playground.

The menus for the first few weeks of the Autumn Term will be simplified and as the children get used to the new routines, we will introduce more choice. We are planning meals that we know the children can



cut up themselves and that they enjoy. We know that the infant children struggle to cut up jacket potatoes so these will only be offered to the junior children at this time.

We want to make the most of the fresh air, so at lunch and break times we will be going outside as much as possible even if it is cold or drizzling. Your child will need their coat so please check the weather forecast. Don't worry, we will not go out if the rain is torrential!

All children in the infants are entitled to a universal free school meal. Due to rising costs, from September we have had to increase the price of school meals for the junior children to £2.25. We ask that this is paid in advance at the beginning of each half-term. Any credit will be carried forward to the next half-term. Where possible we would ask that this is paid by cheque.

Uniform

Full school uniform needs to be worn in September and we are pleased with the way that parents support our policy and every child wears their uniform with pride. Please make sure that **every item of uniform is clearly labelled** with their name so that we can avoid the lost property mountain!

Government guidance states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Attendance

The government has announced that school attendance will be mandatory again for all children from the beginning of the autumn term. This means that, from that point, the usual rules on school attendance will apply:

- 🔊 Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- 🔊 Schools' responsibilities to record attendance and follow up absence;
- 🔊 The availability to issue sanctions, including fixed penalty notices in line with Local Authority's codes of conduct.

If your child is at all unwell, we ask that they do not attend school and that you telephone the school on the first day of absence by 9.30am informing us of the precise reason. If your child has symptoms of COVID-19, please arrange for a test as soon as possible and let us know as a matter of urgency, so that we can follow the current government guidance.

If your child is unwell during the school day, we will phone you and you will be asked to collect them straightaway. Please make sure that if you have changed phone numbers or emergency contacts that you let us know.

Expectations of the Children

- 🔊 All children are expected to practise good respiratory hygiene (*catch it, bin it, kill it*).
- 🔊 Wash hands regularly and thoroughly (20 seconds).
- 🔊 Follow social distancing where possible.
- 🔊 If feeling unwell, let an adult know.
- 🔊 In line with our Behaviour Policy, pupils are expected to comply with our school rules for their own safety and that of others.



Expectations of Parents/Carer

- 🔔 Ensure that your child returns to school on their start date in September.
- 🔔 Ensure that your child attends school regularly and on time.
- 🔔 Talk your child through the detail of this letter and remind them of the importance of following these rules.
- 🔔 Ensure that your child washes their hands thoroughly before school.
- 🔔 Follow the routines for the beginning and end of the school day.
- 🔔 Inform the school immediately if your child shows any Covid-19 symptoms, to keep them at home and to organise for them to be tested, and then keep the school informed.
- 🔔 Support your child with virtual learning at home if there is a second lockdown or bubble closure in the future, and to stay in continuous contact with the school (more details on this will follow in September).

Thank you for your continuing support. We understand that there is a lot of information to digest here, so we ask that you take the time to explain this to your child and it might be useful to go through this letter several times to ensure that your child has a thorough understanding prior to them returning in September. Please remember we are bound by the government and Local Authority guidance and our paramount priority is the safety of the children and the staff.

Should there be any changes over the summer break, we will let you know via Parentmail at the end of August and in time for the start of the new school year.

We hope that you have a good summer and we look forward to welcoming all the children back in September along with our new entrants.

Yours sincerely,



Carol Gooding
Headteacher

