



# Danbury Park Community Primary School

Well Lane Danbury Chelmsford CM3 4AB

Telephone: 01245 224994 Fax: 01245 224673

Email: [admin@danburypark.essex.sch.uk](mailto:admin@danburypark.essex.sch.uk)

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

Deputy Headteacher: Miss D Johnston BA

26<sup>th</sup> February 2021

Dear Parent,

## Full Re-opening of Danbury Park Community Primary School – Monday 8<sup>th</sup> March 2021

Thank you for your overwhelming support and consideration over the past few months. This has certainly been yet again another very challenging time for us all. We really look forward to the 8<sup>th</sup> March when we can welcome all pupils back to school. All children are expected back on that day and we will be re-instating the same timetable that was in place during the Autumn Term. In order to refresh your memories and help you get organised, I have provided details below. Please be assured that we are following all government and local authority guidance to make the school as safe as possible for everyone.

### 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 still not allowed into the playgrounds, classrooms or on-site unless by prior appointment. This staggered start and end enables us to get a large number of children into and out of school as quickly as possible. As before 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 and which will also be staggered. These arrangements will be constantly monitored over the Summer Term when hopefully we will be able to revert to our normal routines.

Class	Start Time	End Time	Entry/exit
Avocet	9.00am	3.10pm	Vehicular gate into the infant playground. Please note that this is still a vehicular access to Danbury Outdoors and for their safety, parents must keep young children close and under tight control
Budgerigar	9.05am	3.15pm	
Cuckoo	9.10am	3.20pm	
Dove	9.00am	3.10pm	Main gate into the front playground. Please queue along the wooden fence keeping the access to and from the school office and into the staff carpark clear.
Eider	9.05am	3.15pm	
Flamingo	9.10am	3.20pm	
Goldfinch	9.00am	3.10pm	Back door from the staff carpark. Please queue in the staff carpark. All children must be kept under close supervision to avoid damage to the parked cars and for safety off the grassed areas.
Hummingbird	9.05am	3.15pm	
Jay	9.10am	3.20pm	



To avoid large gatherings at the school gates and follow government restriction on social distancing, we ask that:

- 🚫 Only one adult drops off and collects but we understand that you may need to bring pre-school children with you; senior school students must not accompany families.
- 🚫 Adults wear face masks.
- 🚫 Families arrive promptly at the beginning and end of the school day at their designated times and leave the premises as quickly as possible.
- 🚫 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 9.15am 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 and wear a mask.

### **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 Key Stage 2 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 fully resume in March. 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 after every break, before and after eating, as well as after handling any shared 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. If your child's PE bag was left in school from last term, we will send this home on Monday afternoon for washing and prompt return as PE lessons will be taking place straightaway.

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. Each child has a set of equipment for their personal use and other shared resources are carefully cleaned after use.

The classrooms continue to be arranged to seat the children in rows facing the front. However, for the children in Reception, it has been acknowledged that social distancing is almost impossible so they will be able to sit, play and work in small groups with more frequent hand washing and cleaning of shared equipment.

We will make use of external classroom doors to enable one-way flows of traffic and to avoid bubbles mixing in corridors. All classrooms are well ventilated: we have high ceilings and top level opening windows and external doors that can be left open to allow for a good flow of fresh air, especially now that the weather is improving. All doors and windows are left open at break and lunchtimes but please be assured that the rooms will be at a comfortable working temperature when the children are using them.

Each class has a first aid station for minor injuries. The older children will be encouraged to clean grazes and apply plasters 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, door handles and frequently touched surfaces, as well as any shared resources or equipment used.

Our primary focus is to ensure that the children settle back into school routines and we will do this in a supportive and encouraging way. We are aware that some children will be anxious and we are adapting our curriculum so that there is time to talk, to get to know each other again and to enjoy being part of their class again.

## Lunchtimes and Break times

We will continue to 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 follow the government nutritional guidelines and we are reintroducing more variety including more of their favourites but these will still be ones 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 continue to only be offered to the junior children for the time being.

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!



The price of school meals for the junior children is £2.25. We ask that this is paid in advance at the beginning of each half-term. The cost of the three weeks left of term is £33.75. 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 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 8<sup>th</sup> March. This means that 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.

If your child needs to self-isolate because they are identified as having had close contact with a case of COVID-19, work will be available for them to access immediately on Google Classrooms. For the first two days, there will be a class related project and then the teachers will upload work related to what is being taught in class.

## 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 8<sup>th</sup> March.
- 📌 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 bubble closure in the future, and to stay in continuous contact with the school.

We are in the process of organising parent-teacher consultation meetings using *zoom/Google Meets* during the last two weeks of term. A detailed letter will be sent out by e-mail next week by the class teachers, so please look out for this.

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.

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. The country is still operating under lockdown restrictions and we would appreciate your support in working with us to keep everyone as safe as we can.

We look forward to welcoming all the children back.

Yours sincerely,



Carol Gooding  
Headteacher

