



Priory School (Foundation)

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Headteacher: Mrs H Gates



26th February 2021

RE: Full opening arrangements from 8 March

Dear parents,

As you will likely be aware, the Prime Minister has announced that all school-age pupils will return to full-time on-site provision from 8 March. We would like to take this opportunity to outline our arrangements for full opening prior to this date.

All pupils will be expected to attend on-site provision from 8 March, with the exception of pupils following public health advice, e.g. if they are required to self-isolate or shield.

We intend to open extended care as usual from 8th March.

After school clubs will recommence as soon as we are able to but currently due to staffing this is unable to begin right away. More information will follow when we know when we will be able to restart them. Breakfast Club will commence from Monday, 8th March by invitation only. A member of the Inclusion team will be in contact with eligible parents next week to confirm places.

Parents evenings are in the diary for the 22nd and 23rd March. These will be on TEAMS as before and you will be able to book your slot when we release available times through parentpay.

Attendance

From 8 March, attendance is mandatory for all pupils, and the usual rules for attendance apply, e.g. sanctions could be issued in the case of non-attendance.

If your child is following public health advice, e.g. they are shielding or have coronavirus, you will not be penalised for any non-attendance. Pupils not attending for these reasons will continue to receive remote education, where appropriate.

If your child is required to attend the school site but you are anxious or concerned, please get in touch with us, and we can discuss your worries in more detail and provide any reassurance you need.

Extended Care

Extended Care will commence from Monday, 8th March. A short form will be sent to parents of children who were allocated a place from September 2020 to confirm whether this is still required in March.



Protective measures

We want to reassure you that the school has implemented a number of protective measures to keep your child safe upon their return to the school site. We have updated our risk assessment to reflect any changes in circumstances pertaining to the full return of pupils, and will communicate any future changes to you as and when we make them. I have attached the risk assessment with this email.

In order to assist us in minimising risk of infection, please ensure your child is only bringing essential items to the school site each day, including:

- Lunch boxes
- Hats and coats
- Books
- Stationery
- Mobile phones (Y5 and Y6 only)
- School bags

Our Infection Control Policy will continue to be followed at all times.

We will be operating staggered start and finish times to minimise any unnecessary contact between parents and pupil groups. We will implement the following structure each day:

	Gate 1	Gate 2	Gate 5	Gate 4
8:30 – 3:00	Year 6 – entry only	Resource	Nursery	Year 6 – exit only
8:45 – 3:15	Year 4, 4M+4B Year 3	Year 1	Reception Year 4 4S+4H	
9:00 – 3:30	Year 5	Year 2	(Nursery)	

Please note that the timings have changed from before Christmas. We have done this to reduce the congestion around Year 1,2 and Resource.

School Pick up and Drop off

There is no change to **Resource** timings or gate entrance/ exit. **Nursery** also remains the same.

Reception will come in gate 5 and out gate 4 as before; they will start at 8:45am and finish at 3:15

Year 1 will enter and exit from Gate 2 and there is only a tiny tweak in timings – 8:45-3:15

Year 2 as normal will come in and exit from gate 2 starting at 9am and finishing at 3:30pm.



Year 3 continues to enter and exit from gate 1 as they were, their start and finish times are slightly earlier – 8:45 – 3:15pm.

Year 4 - 4M and 4B will also come into school via gate 1 as they were doing and **4S and 4H** will do the same as usual, come in via gate 5, and out by gate 4. The timings for the day as changed slightly and is now slightly earlier – 8:45 – 3:15.

Year 5 enter and exit from Gate 5 as normal, however, the start and finish times are a bit different from before and are now from 9am until 3:30pm.

Year 6 are now coming onto school site via gate 1 and not gate 5. This is to avoid the queuing on the path next to the road. They will now come in via gate 1 and walk around the back of the school into Year 6. They will leave Year 6 via their external doors and walk round to gate 4 as they have been doing.

Last term we allowed parents to drop siblings into school at the same time, meaning that parents could drop off children at the earliest drop off and the latest collection. However, this time we will only consider a request to drop a child off at 8:30 and collect at 3:30 if the child is in Year 5 or Year 2 and has a sibling in Year 6 or Resource.

Please drop off and collect your children promptly. The classroom doors will shut no later than 10 minutes after the start and finish time. **Gates will be locked at 9:10am and 3:40pm.** Children not in school by this time will be marked as late, children collected after the 10 minutes will need to be collected from the office.

Where possible, please ensure pupils avoid public transport as a means of travelling to and from the school site. Face coverings must be worn by parents on site and please do ensure that you are all observing social distancing guidance. Once again, it is important not to gather on site to talk to teachers or each other.

School staff will be expected to wear face coverings when moving around the school and in communal areas, visors are no longer an acceptable face covering so they have been asked to wear a face mask. You may wish to explain this to your child if you think it necessary. However, it is unlikely that staff will wear a mask in classrooms other than exceptional reasons.

Thank you for your continued support during this tough time. We appreciate your efforts, and we look forward to welcoming back all of our pupils.

If you have any queries, or would like to speak to someone, please get in touch with the school office

Yours sincerely,



Headteacher
Priory School (Foundation)

