

Headteacher
Mr J Muhammad LLB (Hons), PGCE

Executive Headteachers
Ms H Foxworthy
Ms A Thompson



**Gipsy Hill
Federation**

Wednesday 3rd March 2021

Dear Parents/carers,

As you will be aware, preparations are well underway for our reopening of school to all children on Monday 8th March, 2021. We are really pleased and excited to be welcoming back all our children, after what for most of them, has a long period of physical absence. I apologise for the length of this letter but wish to give you an appropriate level of detailed information and reminders.

We are aware that for many children this will be the first time that they will have been in school since lock down began in December and anticipate that along with feelings of excitement and relief, many may also feel an element of anxiety or concern. We would like to re-assure you that all members of staff are aware that this may be the case for some children and are more than ready to offer support to any children who may need it. We also acknowledge that our children will have had different experiences during this latest period away from school and this will inform core elements of our practice and routines, in easing every individual child back into school life.

Whatever your child's experience over the past weeks, all will require a gentle reorientation following a loss of routine, structured friendship opportunities and a wider sense of being able to achieve, respect and caring for one another, within the physical school environment.

We will continue to build on the successful embedding of our 'Recovery Curriculum' ethos, to maximise the opportunities to underpin our children's emotional and mental well-being. Our sympathetic and kind approach to welcoming children back to school-based learning is a central plank of our strategy and core offering. All the children will be accessing this as part of their normal offering and although they will be familiar with this ethos, it will take on a heightened prominence, for the remaining weeks of the term. Alongside this, we will be dedicating time to re-engaging children with classroom learning. Our efforts will be directed towards re-igniting their passion and enthusiasm for learning. In addition, teachers will be taking time with children to find out how they have been progressing with their learning during school closures, and using this information to ensure that we plan to close any gaps that children have in their learning.

We will continue to follow government guidance with both diligence and rigor as part of our commitment to keep staff, children, families and the wider community as safe as possible. We have purposefully sought to maintain our routines for those children accessing the school site, throughout the period of general school closure.

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We are therefore confident that we have robust and effective systems in place and that we are well positioned to continue to offer a high quality of educational provision, in a safe and manageable way.

Please see below for some brief but important reminders for the beginning of term.

Start and end of the school day

We will continue to have a staggered start and end to the school day.

Please ensure that your child arrives on time and no more than 5 mins before your child's start/end time.

This arrangement is in place to reduce numbers of children and parents in the school playgrounds and to promote physical distancing.

Please take careful note of your child's drop-off and collection times is below:

Staggered Drop off & Collection Times			
<u>Year Group</u>	<u>Start time</u>	<u>End time</u>	<u>Gate</u>
Year 4	9:00 AM	3:05 PM	EYFS
Nursery Puffin	9:10 AM	3:10 PM	EYFS
Nursery Swallow	9:10 AM	3:10 PM	EYFS
Reception Cuckoo	9:15 AM	3:15 PM	EYFS
Reception Robin	9:20 AM	3:20 PM	EYFS
Reception Swan	9:25 AM	3:25 PM	EYFS
<u>Year Group</u>	<u>Start time</u>	<u>End time</u>	<u>Gate</u>
Year 6	9:00 AM	3:15 PM	Top Gate
Year 5	9:05 AM	3:20 PM	Top Gate
Year 3	9:05 AM	3:20 PM	Main Gate
Year 2	9:10 AM	3:25 PM	Main Gate
Year 1	9:15 AM	3:30 PM	Main Gate

Please ensure you observe physical distancing guidance whilst waiting outside the school for drop-off and collection.

Late Arrivals

If your child arrives late for school please speak to the member of staff on gate duty for direction. Once the school day has started, please use the intercom system to gain admission. A member of our office staff will ensure that your child gets to their classroom safely.

School Attendance

Please be aware that school attendance is compulsory from 8th March, 2021 and we will be reverting to our usual procedures. Parents/carers who have particular concerns should contact their school office for further advice.

Uniform

We now expect that children will attend school in full uniform. We understand that some families may have had difficulty obtaining uniform of the correct size over the last few months as shops were not open for a considerable period of time. If you are in this position, please can you contact the school

office directly, so that we can agree a timescale for obtaining uniform, or support with clean and serviceable 'pre-loved' items if available. The Friends of Paxton School, also have preloved uniform items for purchase. Contact paxton.uniform@gmail.com with your requirements.

Breakfast and Afterschool Care

There will be a full resumption of our service will begin on Monday 8th March. Please contact Fit for Sport, for further details at enquiries@fitforsport.co.uk .

Communication

We will continue to use both email and text as our main means of general communication, we still need to limit the number of parents and carers coming on site. Please ensure that we have your most up to date and correct contact details. If you need to speak to a member of staff urgently please call the school office.

Email paxton@ghf.london **Telephone:** 0208 670 2935.

Face coverings

There is no requirement for your child to wear a face-covering. However, if your child arrives with a face covering, they will be required to remove it on entering the school playground. Disposable masks must be put in the lidded bin (these are located at the entrance gates), after which hand should be sanitised. If your child wears a fabric face mask to school, they must put it away in a named, plastic bag and then sanitise their hands.

Visitors entering the school playground are required to observe 2 metre, physical distancing guidance. Where physical distancing is not possible, adults are required to wear an appropriate face covering. Please note that face coverings **must** be worn at all times by visitors on entering the school building.

Bags

Children are permitted to bring their **clearly labelled** school bags and lunch boxes onsite. Although drinking water is available for pupils in all classrooms, parents may wish to provide their child with their own water bottle, **labelled clearly with their full name**. water bottles should go home at the end of every day to be washed.

PE Kits

Please ensure that children attend school in their PE kits on their timetabled days, in preparation for their PE lesson during the week.

Hygiene and Cleaning

Each classroom has its own First Aid Kit, tissues, handwashing resources and cleaning products for cleaning tables and frequently touched surfaces, and any items that have to be handled/shared. There is a lidded bin in each classroom and intervention space for waste. Teachers and support staff will reinforce *Catch it! Bin it! Kill it!* routines. Children and staff sanitise their hands on entry to the building and wash their hands on entry and exiting their classroom, as well as regularly throughout the school day.

Children are instructed and reminded on how to appropriately wash their hand, following 20-second guidance.

Lunch Times

Children will have the option of a hot school meal each day. These can be booked using our usual booking system. If your child is entitled to free school meals, please book these as normal, using the booking system. If your child does bring a packed lunch box to school please ensure that it is **clearly labelled**. Our usual healthy packed lunch rules apply.

Protection from COVID-19

The most recent medical advice states that the risk from COVID-19 to children is very small, but the key thing to remember is that, by following the rules, we can protect ourselves, our children and families and staff. We all have a responsibility to keep each other safe and help our school remain COVID-secure.

In order to reduce the risk of transmission please note the following:

1. **You should not come to the school if you or someone in your household are displaying any symptoms of COVID-19, however mild:**

- a high temperature (above 37.8)
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If you or anyone in your household are experiencing any of these symptoms, they **MUST** stay at home for up to 10 days and get a test to check if you or they have coronavirus. Please let the school know as soon as possible. If someone in your household develops symptoms you should **MUST** stay at home for up to 10 days or until they receive a negative test result.

2. We know that young children find it very difficult to social distance so we have put in place a system of controls to reduce the risk of transmission including: Frequent washing/sanitising of hands throughout the school day. All classrooms will have hand sanitiser available
3. There will be enhanced and more frequent cleaning, in particular the routine cleaning of frequently touched surfaces throughout the day, and deep cleaning of all spaces at the end of every school day
4. Each classroom will have their own supply of cleaning products and disposable cleaning paper as well as tissues and hand soap
5. In all classes from Year 3 upwards, all desks will be forward-facing. Unnecessary furniture items have been removed from rooms
6. Clear signage around the school will remind children and adults of expectations regarding social distancing and promoting good hygiene

7. Windows and doors will be kept open where possible to maintain good ventilation

8. Following the most recent government guidelines we have updated our Risk Assessment and it will be available to view on our website to view, shortly. It is very detailed and provides a comprehensive assessment of how we plan on keeping our whole school community safe. We value your support in following the guidance at all times during these unprecedented times and look forward to continuing to work in partnership with you to keep our school open and ensure our pupils, staff and families are safe.

We look forward to welcoming all pupils back to school on **Monday 8th March** and very much anticipate a smooth, safe and successful return. If you have any queries or observations, relating to your child's return to school do not hesitate to contact us.

At Paxton, we are wholly committed to the continual refinement of our practices and procedures, in order to offer all stakeholders, the very best educational experience and service. We will continue to work to improve in all areas and ensure that we are best positioned to deliver on the promise of a happy and successful resumption of full-time schooling for our children, in an environment within which all stakeholders have agency and are committed to an ethos of achieve, respect and care.

Yours sincerely,

Mr J Muhammad
Headteacher