

Dear Parents / Carers

We are looking forward to having all of our children back in school. In this letter, I will outline some of the precautions we have planned to be put in place in order for everyone at our school to stay safe and well when they return in September. I would like to reassure you that, as always, the safety of our children, families and staff is paramount and hope that the information below will be useful to you. Please note that attendance is compulsory from September.

**As you may be aware, the government guidance states:**

- Children can now be in groups of 30;
- Groups of children need to stay with the same adult(s) throughout the day where possible;
- Groups of children should not mix with other groups.
- Children within bubbles do not have to socially distance

**In order to open safely for all year groups, we have had to review:**

- How we allocate staff to groups so that social distancing can take place;
- How seating is organised so children are mostly front facing;
- How to plan staggered breaks, lunchtimes, pick-ups and drop offs;
- How to plan movement around school during the school day;
- How to ensure good hygiene arrangements;
- How to plan extra cleaning throughout the day.
- How our breakfast and tea-time clubs operate

**In order to follow these guidelines, we will ensure that from September:**

- Children will be in bubbles of no more than 30. These bubbles will not mix under current guidelines.
- We have limited the amount of adults per bubble, where possible
- Children must not bring anything from home apart from their lunch and a water bottle
- We will provide a folder for children to transport books to and from school.
- PE days will be communicated with you in September; on these days please ensure children wear their PE kits to school. This must be a Priors Hall PE kit or a white T-Shirt and black or green shorts/joggers. Children can wear their school jumpers if it is cold.
- Children will be allocated their own set of writing equipment to use in school.
- Hand washing will happen on entry, regularly during the day and before or after eating
- No parents/others in the building
- Staggered start and end times
- Playtimes & lunch time – spaced out on field and playground; stay within their bubble – no contact games will happen. Lunch times will be staggered and shortened.



Priors Hall  
a learning community

**Priors Hall**  
**A Learning Community**  
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- All classes have their own disinfectant and cloths to be used regularly to disinfect classroom utensils and desks throughout the day and at the end of each day.
- Doors and windows will be opened for air flow throughout the building
- Cleaning will be especially focused on door handles, tables, equipment, toilets

#### **From you, we kindly ask:**

- Long hair is tied up or plaited
- School uniform is washed regularly
- If your child shows any signs of illness, we ask they do not attend school.
- If your child has been in contact with anyone with Covid-19 symptoms, they should stay away from school and isolate for 14 days. School must be informed, and Track and Trace government guidance must be followed.
- If your child has Covid-19 symptoms, they should stay away from school for 7 days and isolate as per the guidance. School must be informed. Proof of a negative test may be requested.

#### **Breakfast and Tea-Time Club**

Numbers for Breakfast and Tea time clubs are limited to a maximum of 8 children across Nursery and Reception and 22 children for Years 1-6 (per day). Bookings will open on September 1<sup>st</sup>. Breakfast and Tea-Time Clubs will start from Monday 7<sup>th</sup> September. Please note that places are allocated on a first come, first served basis and payment will be required on school comms at the time of booking. We cannot accommodate any more children than this, we will review as and when future guidance is released. Tea Time will close at 5.45pm.

#### **Drop off and collection**

Please ensure you drop off and collect your children within your given time period. The school times of arrival and departure are staggered, to prevent groups of parents getting together. Please refrain from gathering in the car park before or after dropping your child at school. From September, in order to alleviate some of the congestion in the car park, we encourage children in Years 3 – 6 (Key Stage 2) to be dropped off at the drop off point at the front of the community centre. There will be a member of staff at the front gate and on the playground to ensure that children enter school safely.

#### **For arrival and collection, we ask that:**

- Only 1 adult per family drops off and collects children
- You follow social distancing rules
- You follow the one way system in place
- Siblings should both be dropped off at the earlier time and older siblings will wait on the playground
- Siblings can be collected together, at the earlier time e.g. If you have children in years 3 and 5, you would collect both children at 2.50pm from the school exit outlined below.

**Please see the below table for allocated drop off, and collection times:**



	Nursery	YRNM	YRLN
Entrance/Exit	Community	Reception entrance	Reception entrance
Times	8.30 – 8.35 3.30	8.50 – 8.55 3.10	8.50 – 8.55 3.10

	Y1 MM	Y1 KM	Y2 SM/HB	Y2 EJ	Y3 GB/KM	Y3 MB
Times	8:40-8:45 3:00	8:40-8:45 3:00	8:40-8:45 3:00	8:40 – 8:45 3:00	8:50 – 8:55 3:10	8:50 – 8:55 3:10
Entry/Exit	School office	School office	Playground entrance	Playground Entrance	School office	School office

	Y4 LP	Y4 AB	Y5 JP	Y5 KC	Y6 JY
Times	8:50-8:55 3:10	8:50-8:55 3:10	9:00 – 9:05 3:20	9:00-9:05 3:20	9:00 – 9:05 3:20
Entry/Exit	Playground entrance	Playground entrance	Playground entrance	Playground office	School office

Please note that due to government guidelines, no parents will be able to enter the school playground, or come into the building. If you need to contact your child's teacher or the school office, you can contact Mrs Moxam and Mrs Fogg on the main office number 01536 216090 or by email [nikkimoxam@priorshallalc.com](mailto:nikkimoxam@priorshallalc.com) and [aimeefogg@priorshallalc.com](mailto:aimeefogg@priorshallalc.com). Class teachers can be contacted via Class Dojo. The leadership team can be contacted through the school office or their email addresses.

Yours Sincerely

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