



10<sup>th</sup> July 2020

Dear Mums, Dads and Carers,

We hope that you are all safe and well and looking forward to the summer break, all be it in very different circumstances this year.

We would like to start by thanking you all for your patience, understanding and support since 20<sup>th</sup> March when the school closed as part of the national lockdown. The comments that have been made on Google Classroom, emailed into enquiries or through face-to-face conversations from those parents whose children have been in school during this time have been most welcomed and greatly appreciated. We would also like to thank you for all your hard work and efforts in supporting your child during this time with their school work. We realise that this has not been an easy few months by any stretch of the imagination and we look forward to welcoming all children back to school in September.

Following the release of the government guidance on 2<sup>nd</sup> July, we have formulated a plan as to how Putteridge Primary School will operate from Thursday 3<sup>rd</sup> September. All of the details below are subject to change if advised by the government to do so or should we find ourselves in local lockdown. The plan will be in place for the first half term and will be reviewed on an ongoing basis and should any changes be required we will let you know as soon as possible.

#### **Attendance (taken from the government publication on the opening of schools from September 2020)**

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be **mandatory again** from the beginning of the **autumn term**.

It should however be noted that a pupil may not be attending school for a short duration if they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

#### **Drop off and Pick up**

In order to minimise the risks of spreading any infection and avoiding any large gatherings, start and finish times will be staggered for all year groups. The drop off and pick up slots must be strictly adhered to at all times-should you arrive later than your allocated slot it will be necessary for you to wait until all of the other classes have either dropped off or picked up. Only one member of the household can drop off and pick up – this will mean that no children from any of the high schools will be able to come on to site.

**Start of the day** – children to be dropped at the gates, no parents to come on to the school site

**FS/KS1**

8.40am-8.45am Year 2  
8.50am-8.55am Year 1  
9.00am-9.05am Foundation Stage

**KS2**

8.30am-8.35am Year 6  
8.40am-8.45am Year 5  
8.50am-8.55am Year 4  
9.00am-9.05am Year 3

If you have another child to drop off at a later point, can we please ask that you wait away from the main gates on either side of the school site. We realise that this is not an ideal situation but it is the only way to make this manageable and safe for all members of the school community.

If you arrive once all of the children are settled in school, you will need to wait outside the main front entrance and telephone the school office on 01582 728262. A member of staff will come out and collect your child from you.

**Pick up**

**KS2**

3.00pm Year 6  
3.10pm Year 5  
3.20pm Year 4  
3.30pm Year 3

Year 6 will be the first year group to be dismissed. These children are able to walk home alone but if being collected, we would ask that parents wait outside the KS2 entrance gates at an appropriate distance from each other. All three Year 6 classes will exit from the front of the building. At 3.05pm, any Year 5 parents that are collecting will be able to enter the school grounds via the KS2 pathway. The children in this year group will be released from their classroom doors at 3.10pm and we would ask that parents leave the site once they have collected their child unless they have another child in a different year group to pick up.

Please ensure that you stick to the left-hand side of the paths for entry and exit at all times.

At 3.15pm, Year 4 parents may enter the site to collect their child/children and at 3.25pm, Year 3 parents can also enter the site.

**FS/KS1**

3.10pm Year 2  
3.20pm Year 1  
3.30pm Foundation Stage

Year 2 parents can enter the KS1 playground at 3.05pm. Parents must wait outside the classroom door ensuring they are appropriately distanced at all time. Once the children have been released from the classroom, parents will need to leave the site via the left-hand side of the one-way system unless they are collecting a child from a different year group. At 3.15pm, Year 1 parents may enter the site to collect their child/children and at 3.25pm, Foundation Stage parents can also enter the site.

**Multiple year group pick ups**

Once you have collected your child that is released the earliest, we would ask parents who are collecting from classes on the KS1 playground to wait over by the climbing frame. For those parents who are collecting children from KS2, we would ask you to wait by the blue sail canopies. At all times, children must be with their adult and families need to be appropriately distanced from one another. The climbing wall and climbing frames on both KS1 and KS2 are out of bounds to all members of the school community until further notice.

If, due to unforeseen circumstances, you are unable to collect on the time given then, you will need to wait outside the main front entrance and telephone the school office on 01582 728262. A member of staff will bring your child to you.



## **Bikes and scooters**

The updated government guidance encourages families, where possible, to either walk or cycle to school. From September, children will be allowed to bring their bikes and scooters back on to site but they are responsible for ensuring that these are correctly stored in the bike and scooter racks on KS1 and KS2. If your child brings their bike or scooter to school, they must leave with it at the end of the day. If they forget, it will need to remain on the school site until the following day as they will not be permitted to re-enter the school site once they have left.

## **Communication**

Communication with the class teacher should be primarily made via the yellow home school diary. Additional enquiries can be directed via email or telephone call through the school office. Visits to the office/school may only be made on an appointment basis, and wherever possible matters should be resolved by telephone or email-please do not drop into the office even if the entrance is empty.

## **Appointments during the school day**

Wherever possible, appointments should be made for when the children are not in school. Should an appointment fall within school hours, the letter confirming this must be sent in to school in your child's book bag so that we can take a copy and return the original.

If you need to pick your child up to attend an appointment, please telephone the main office on 01582 728262 upon arriving at the school gates. A member of staff will collect your child from class and hand them over to you at the gate. Upon returning from the appointment, please telephone the office from the school gate and a member of staff will collect your child from you.

Should your child require an emergency appointment, please follow the steps laid out in the previous paragraph.

## **Book Bags**

Children will now be permitted to bring book bags on to site each day to allow for the transportation of reading books and communication diaries. Should you need to order a book bag, you will be able to do this via Parentmail from September onwards.

## **Stationery**

Children do not need to bring any stationery or pencil cases in to school. Each child will be provided with their own individual wallet of school stationery which is solely for their use.

## **Water Bottles**

Children must bring their own named water bottle to school every single day. We cannot provide the children with cups for drinks during the school day. Children must also ensure that they bring their water bottle home at the end of every single day. School water bottles will also be able to be purchased through Parentmail from September onwards.

## **Uniform**

We will be returning to children wearing school uniform from the 3<sup>rd</sup> September onwards. The government have stated 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. Please ensure that each item of your child's clothing is clearly labelled so that we can return any items that become 'lost' to the correct individual.

### **Face masks**

In line with the government guidance, any child that wears a mask to school must remove it on entering the school building. They must wash their hands immediately and dispose of a temporary face covering in to one of the lidded bins within school, rewashing their hands after doing so. If it is a reusable face mask, this must be placed in to a plastic bag to be stored away until the end of the school day, rewashing their hands after doing so.

### **PE kits**

Children will need to have their PE kits in school each week to enable them to take part in PE lessons. Please ensure that all items of your child's PE kit, including their PE bag, are clearly labelled.

If your child does not have their PE kit in school for a particular session, they will be given one from the year group spares – this will need to be taken home at the end of the school day, washed and returned back to school within 48 hours.

### **Assemblies**

Until October half-term, all assemblies will be done virtually to avoid any large gatherings. We will review this situation throughout the first half-term, in line with government guidance, and we will make adjustments as appropriate. Therefore, there will not be any class assemblies until at least November – we will update you on this situation as the term unfolds.

### **School library**

For the first half-term, no classes will be visiting the school library or borrowing books from it. Classes will have an individual set of home reading books which the children can take home, read and return.

### **Clubs**

For the first half-term, there will be no sport, art or drama clubs in operation, either before or after school. This will be reviewed on an on-going basis, along with government guidance to establish whether it will be possible to operate these from after the October half-term break. If it is possible to do so, it is highly likely that each club will need to be offered to one specific year group only at any one time.

Mrs Henshaw will be making contact with those parents who have accessed the ExtraCare facility to provide details on what they are able to offer.

### **If children become unwell with suspected symptoms and follow on measures**

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Parents and carers must:

- book a test if they are displaying symptoms. Pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)



# Putteridge Primary School

Putteridge Road

Luton, LU2 8HJ

Telephone: 01582 728262 Fax: 01582 482916

Email: [enquiries@putteridgeprimaryschool.org.uk](mailto:enquiries@putteridgeprimaryschool.org.uk)

Headteacher: Mr Colin Pickard

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

Parents will need to inform the school immediately of the results of a test, following these points:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

To help us with this, please ensure the office has **up to date contact details** including mobile number and email address. This does mean that classes may close and reopen at short notice, and parents should be aware that they will need to be flexible in this situation.

Kind regards,

Mr Pickard  
Headteacher