



# Eaton Primary School

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4 September 2020

Dear Parents

I am writing ahead of the start of the new term on Monday, to update you on our start of school arrangements.

Our staff and I are very excited about welcoming all children back to school. We are living through an extraordinary time, and it is now time for the school community to begin to come back together.

This starts with all of our children taking their rightful place back in the classroom with their teachers and friends, so that they can start to reconnect with the depth and diversity that school brings to childhood.

I know that many parents and children will have concerns and even anxieties about returning to school. I hope that these will be dispelled by the end of the first day. A day which I am sure will be full of shared stories – some sad and many happy. A day of laughter and fun, and of reflection.

But most of all a day to begin the plan, for the future of our children at Eaton Primary School.

## **Dropping Off and Collection Arrangements**

If a member of your household has symptoms of coronavirus – high temperature, persistent new cough, change to sense of smell or taste – do not bring your child into school. Contact the school to inform us of your child's absence and immediately arrange to have a covid-19 test.

- Only 1 parent per child is permitted on site at a time.
- We are operating a staggered start and finish system. Due to the 15 minute intervals between drop offs and collections, it is essential that parents arrive on time and promptly leave the school site, to keep numbers on the playground to a minimum.
- We ask parents to socially distance at all times whilst onsite, in-line with current government guidance.
- Children should not bring in items from home except for a packed lunch, water bottle and coat (as needed).
- Children should wear school uniform and on their PE days (information to follow) wear weather appropriate PE kit to school.
- We would encourage children to either walk or cycle to school and our bike racks will be in use.

### **Learning Together Through Challenge**

Eaton Primary School is part of the Evolution Academy Trust which is an exempt charity and a company limited by guarantee, registered in England and Wales with company number 08158619.

The Registered Office is at Suite 1, Keswick Hall, Norwich. NR4 6TJ

**NEW – PE days as follows:**

**Monday – Year 1 & 4**

**Tuesday – Year 2 & 5**

**Wednesday – Year 3 & 6**

**Thursday – Reception**

**For next week only: Year 1 PE on Thursday.**

Class	Arrival at school		Departure from school	
<b>Year 6</b> Mrs Mathew & Miss Wells	9:15 am	Drop & Go to playground. Children make their own way to class line up. Parents to leave site via designated route.	3:10 pm	Parent to collect from playground drop zone
<b>Year 5</b> Mrs Totterdale & Mrs Curtis	9:00 am		2:55 pm	
<b>Year 4</b> Miss Lavender & Mr Jones	8:45 am		2:40 pm	
<b>Year 3</b> Miss Hughes & Mrs Major/ Mrs Heritage	8:30 am		2: 25pm	
<b>Year 2</b> Miss Collins & Miss Tilly	9:00 am		2:55 pm	Parent to collect from playground
<b>Year 1</b> Mr Gardner & Mrs White	8:45 am		2:40 pm	
<b>Reception</b> Miss Watson & Mrs Hughston/ Sullywood	8: 30 am	Parent to drop to classroom door	2:25 pm	Parent to collect from classroom door

If parents consider it safe to do so, children in Year 4-6 are permitted to walk to and from school un-attended by an adult. KS2 parent arrangements apply to those parents choosing to accompany their child to school. It is not a requirement to accompany a child into school in Year 4-6.

All children in Reception – Year 3 should be accompanied by 1 parent to and from school.

If you have siblings at the school:

All siblings can arrive at school at the earliest time. This will be from 8.30am.

All siblings can be collected from school at the latest time. This will be 3:10pm.

These arrangements only apply to children with siblings, to help parents with staggered timings.

**NEW - Please drop off early arrivals via the school office entrance. Please collect late pick - ups from the classroom door.**

**Year 3 – 6 (KS2)**

**Drop & Go:** parents dropping off KS2 children should enter the school via the Purtingay gate. Children will walk on their own to their class line. After dropping, parents should leave school following the designated exit route via Purtingay gate as quickly as possible.

**NEW – please remain within the designated drop zone when dropping and picking up.**

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**Collect from playground :** **NEW - parents collecting KS2 children should wait in the designated drop zone. Children will be dismissed to parents to the drop zone.** After collecting, parents and children should leave school following the designated exit route via Purtingay Gate as quickly as possible.

## Year 1 – 2 (KS1)

**Drop & Go:** parents dropping off KS1 children should enter the school via the Duverlin Close gate. Children will walk on their own to their class line. After dropping, parents should leave school following the designated exit route via Ellcar Rise gate as quickly as possible.

**Collect from playground:** parents collecting KS1 children should wait in line to collect from the playground. Children will be dismissed to parents on the playground. After collecting, parents and children should leave school following the designated exit route via Ellcar Rise gate as quickly as possible.

## Reception

**Parent to drop to classroom door:** parents dropping off Reception children should wait in line to drop off to the classroom door. After dropping, parents should leave school following the designated exit route via Ellcar Rise gate as quickly as possible.

**Collect from classroom door:** parents collecting Reception children should wait in line to collect from the classroom door. Children will be dismissed to parents from the door. After collecting, parents and children should leave school following the designated exit route via Ellcar Rise gate as quickly as possible.

## Health and Safety

Previously, I set out in detail arrangements for a full return to school. These have been updated in-line with the latest DfE guidance, made available to schools on 28 August.

New guidance has been issued on face coverings.

**Pupils should not wear face coverings whilst at school.**

School will implement the following new control measures with regard to face coverings:

- Face coverings must be worn by all visitors inside the school building, including: EAT central team, governors, trustees, external agency workers including LA employees, contractors, cleaners, technicians, catering staff and delivery personnel.
- Staff will not wear a face-covering when working with children inside or outside of the classroom. To do so would inhibit effective communication with children.
- Staff who want to wear a face covering when not working directly with children, can do so.
- Non-teaching staff, including the office staff, Pastoral Assistant and Learning Mentor must use face coverings when walking around the school or visiting classrooms to message staff or collect pupils.
- When working in an occupied classroom, premises staff and cleaners must wear face coverings.

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## Curriculum

We plan to return to teaching a full curriculum this term but will prioritise re-establishing good progress in the essential skills of phonics, reading, writing and maths.

Reception children will focus on the prime areas of learning including communication and language, personal, social and emotional development (PSED) and physical development. Teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

Year 2 children this year, will take the Year 1 phonics screening test after the half term break.

The Reception baseline assessment has been postponed until September 2021.

## Transition meetings

Team meetings with pupils scheduled for this week have been cancelled due to increased training demands on teachers before the start of term. This is due to the late release of DfE guidance and increased safeguarding guidance for staff. I apologise that this initiative was unable to take place.

School will still be in contact with parents and pupils that have expressed concerns directly to us.

## Extend School Provision

Breakfast club will restart on Monday from 7.30am. Drop off is at the KS2 hall entrance. A member of staff will be at the entrance to welcome children.

After School Club will restart on Monday. Please see below for collection points. Use the doorbell at the designated door to alert staff of your arrival.

	<b>Drop / Collect points</b>	<b>Drop / Collect times</b>
Breakfast club	KS2 playground – hall door	From 7:30am
ASC Reception	Rabbits side door	By 5:45pm
ASC Year 1 & 2	ASC door	
ASC Year 3 & 4	KS2 playground – hall door	
ASC Year 5 & 6	KS2 playground – hall door	

## Lunches

Please order your child's lunch in advance via the School Money website. This applies to all pupils taking school lunch including universal free school meals in Reception, Year 1 and 2.

## Return books to school

Please return any reading books borrowed from school during lockdown. This does not include CGP booklets.

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## Office

Please do not come to the school office before 9:30am with general enquires, due to the increased traffic through the main office entrance. General enquiries should be directed to the school via email or telephone, unless urgent.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Allan Lowe', with a long horizontal flourish extending to the right.

Allan Lowe  
Headteacher

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