16th July 2021

Dear Mum, Dads and Carers,

First of all, a very big thank you for all of your continued support and understanding throughout what has been another trying, testing and fraught year. We are very grateful for your regular check ins to see how we are doing, particularly whilst we are on the gate, and for your understanding when we have had to make those difficult calls if a positive case has been identified, especially if this has had to be an early morning call or during the course of the weekend.

As you are aware, the Prime Minister has made several announcements in recent weeks regarding COVID guidance as we move into the new academic year. The information that both the public and schools have received has already been amended and we would anticipate further changes in the coming weeks, potentially just before we return in September. As always, in this ever-changing landscape, we will continue to keep you informed of any further changes that may be required.

We look forward to welcoming the children back on Thursday 2nd September, hopefully well rested, eager to see their class mates again and meet their new teacher in their new classroom.

We have decided to keep an element of staggered start and finish times in order to reduce congestion at the front of the school at both drop off and pick up and also when parents are on site, particularly in light of the situation we currently find ourselves in: 2 classes are isolating and a further 16 pupils across the school are isolating owing to contact with a positive case outside of the school site.

The following times will be in operation for the first half-term initially and we will review as necessary, with year groups entering and leaving the school site in pairs:

**Start of the day**

***FS/KS1 KS2***

8.40am-8.45am Year 1 and 2 8.40am-8.45am Year 5 and 6

8.50am-8.55am Foundation Stage 8.50am-8.55am Year 3 and 4

***Year 1 & 2***

Children will enter through the gates that lead to the main school office as normal – the barriers that are currently in place will remain. Year 2 children will enter via the left-hand gate and follow the path down to their classroom whilst Year 1 children will enter via the right-hand gate, following the path down to the playground and then across to their classroom.

***Key Stage 2***

The gate where the children currently enter will become the new entrance gate for Putteridge Community Nursery from September. A new entrance gate for Key Stage 2 is being installed and will be situated closer to the KS2 exit gate.

As in Key Stage 1, the barriers that currently split the pathway in half will remain in place. For children in **Years 3 & 5**, they will use the left-hand gate and follow the path down past the nursery and pond and enter the building via the external door to their classroom. For children in **Years 4 & 6**, they will enter the site via the right-hand gate and enter the building through the main external blue door at the Key Stage 2 entrance.

**Pick up**

**The one-way system that is currently in use will remain in place as we return in September.**

***FS/KS1 KS2***

3.20pm – Year 1 and 2 3.20pm Year 5 and 6

3.30pm – FS 3.30pm Year 3 and 4

If you need to collect children at the same time, then please ensure you collect the youngest child first.

For children in current Year 5 who already have permission to walk home alone, this will automatically be applied when they start Year 6 in September unless parents tell us otherwise. For children who are currently in Year 4 and moving into Year 5, a Parentmail form will be sent in the coming days for you to complete as to whether you would like your child to walk home alone or whether you will collect from the school site – this form will remain open until the end of the first week in September.

If, due to unforeseen circumstances, you are unable to collect your child at your allocated pick up time, please telephone the school office as soon as possible on **01582 728262** to inform us of alternative collection arrangements.

**Uniform, water bottles, book bags etc**

Please ensure that all items of uniform, including PE kit, are labelled (this also includes coats). If your child loses an item of clothing, they will need to check along their year group corridor/area if in Foundation Stage/Key Stage 1 or in the cupboards by the KS2 main entrance door if they are in Years 3 – 6.

Please make sure that your child has a named water bottle with them every day. We have water refilling stations located throughout the school for children to refill their bottles as needed.

As the weather becomes more unpredictable by the day, please make sure that your child has a coat with them each day – particularly during the autumn months where we can be caught out with a heavy downpour without warning.

Please refrain from sending your child to school with a large rucksack – a book bag should be more than sufficient, as all stationery items are provided by school. If your child does bring a rucksack to school, it should be no taller than a standard 30cm ruler – we do not have the spatial capacity to house large items, particularly when each child needs to have space on their pegs to hang a PE bag and a coat.

**Symptoms**

If your child develops COVID 19 symptoms, however mild, you should not send them to school and instead immediately book a PCR test. Your child should stay at home until the results have come through and have been shared with the school. If the test result is positive, you should follow public health advice on what the next steps are (the current guidance is 10 days isolation following a positive PCR test).

The latest guidance to schools is that if a family takes the decision to refuse to undertake a PCR where the child has symptoms, the decision on whether to allow the child to attend school falls to me, as headteacher. I would hope that this situation would not arise, but if it does, I will consult with public health and the individual concerned maybe required to undertake a period of self-solation if it is deemed, in my reasonable judgement, that this is necessary to protect other pupils and staff from possible infection with COVID-19.

**Close contact tracing**

Close contacts will be identified via the NHS Test and Trace and the school will no longer be expected to undertake contact tracing. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

According to the latest guidance, it states that from 16th August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, parents will be contacted by NHS Test and Trace, informed that their child has been in close contact with a positive case and advised to take a PCR test. Obviously, this guidance is subject to change.

**Outbreaks of COVID-19**

Should there be an outbreak in the local area or indeed within the school, public health advice will be sought and this may determine that the processes outlined above may have to change/tighten or possibly move back to remote learning for a fixed period of time. We would hope that this situation would not occur, but if it does, we will provide you with as much detailed information and as much notice as we can.

As I said earlier, we will keep you posted with any change(s) that may take place over the coming weeks. I wish you all a restful summer and very much look forward to seeing everyone back safe and well in September.

Kind regards,



**Mr C Pickard**

**Headteacher**