

Kirby Road, Gretton. NN17 3DB.
Principal: Jane MacDonald



Telephone: 01536 770366
jmacdonald@grettonprimary.org

7th January 2021

INFORMATION FOR PARENTS OF CHILDREN WHO ARE ACCESSING SCHOOL

Dear Parents,

We are pleased to welcome children of key workers and vulnerable pupils into school during this period of national lockdown. I have provided information below to clarify the organisation of the school day for the next few weeks, until the school reopens fully. In making these plans, the safety of the staff and children has been at the forefront of our thinking.

We have tried to maintain as much consistency as possible for the children but some changes to staffing and groupings of children have had to be made in order to balance the numbers of children requiring places with the staff available and spaces in each classroom.

- There will be no more than 15 children in each class group to enable us to maintain social distancing. (max of 10 in smaller classrooms)
- Each class group will be isolated from all other classes.

	Teacher	Support staff
Rowan children	Mrs Knibbs	Ms Reilly Miss Clifford
Oak & Ash children	Miss Lee Mrs Hill	Mrs Bell Mrs McClintock
Willow children	Miss Hearne	Mrs Neild Mrs Stride
Maple children	Mrs Young	Mrs Moore/Miss Parkin Mrs Williams
Sycamore children	Miss Mason Mrs Sanders	Mrs Watt

Staffing

As Mrs Block is pregnant she will be working from home as we want to keep her as safe as possible. She will continue to do all of the planning for Sycamore class children, both in school and at home. She will be making regular phone calls to the children. Mrs Sanders will step into Sycamore class during this lockdown period, to support Miss Mason.

Oak and Ash class have been put together as numbers are low and so Mrs Hill and Miss Lee will share the teaching.

Times of the school day

The start and end of the school day will now be the same for all children as we have far less children coming onto site. **School will start at 8.55am and finish at 3.15pm for ALL children.**

Drop off and collection

When parents are waiting to drop off or collect their child, social distancing should be maintained at all times. Only parents who are symptom free will be able to drop off or collect their child.

Rowan children— enter as exit as usual but at 8.55am and 3.15pm.

Oak children – CHANGE OF ROUTINE

8.55am

- Parents walk children through the double gates at the front of the school, along driveway and onto staff car park.
- Children then walk through the purple wooden gates to the main playground and join their class queue – with Ash children.
- Parents then walk around the 'roundabout' and exit via driveway and large double gates.

3.15pm

- Parents walk through the large double gates, up the driveway then at the staff car park go through the purple wooden gates into the front playground
- Children will be dismissed by teacher from the office doors
- Parents and children then exit via the front gate or down the driveway and exit via large double gates

Ash and Willow children— enter as exit as usual

Maple and Sycamore - enter and exit as usual

In the classroom

- Each of our groups of children will be kept separate from other class groups.
- When working in their bases, children will be encouraged at all times to maintain social distancing.

- The work being done in school will generally reflect the home learning offer so that will help children who are having a mix of home and school learning.
- Every classroom will be cleaned during the school day whilst children are out at play.

Breaks

- Each class group will be kept separate at playtimes and lunchtimes
- Each class group will have allocated toilets and these will be cleaned throughout the day.

Lunches

- Hot school lunches will be provided every day providing that you have ordered via Wisepay.
- Children can bring in packed lunches if they prefer.
- Children will eat lunch in the hall but seated with their class group only.
- A cleaner will be present throughout lunchtime to maintain the highest standards of cleanliness.

Uniform/Equipment

- Children do not need to wear school uniform. Wearing casual sportswear and appropriate footwear is recommended, as it will mean that they can do PE without getting changed.
- Children will not be permitted to bring items from home into school, except a water bottle and lunch box (if required). This includes school bags and pencil cases. Water bottles and lunch boxes must be washed thoroughly each day.

Breakfast and After school clubs

- These will not be running during this lockdown period

Following the Government's announcement on Monday evening, we have been working very hard to plan the most effective way to organise the learning in school for our key worker and vulnerable children who need to be in school. Alongside this we have been preparing a high quality accessible remote learning package which reflects our high expectations. We would like to thank you for your patience and support as we have been making our preparations and look forward to your ongoing support at this challenging time.

Please contact the school for clarification of any of the above or to discuss the days that your child will be attending. If you have any days off work, please keep your child at home and inform us of this.

Email: office@grettonprimary.org

Tel: 01536 770366

Please note that this information is only applicable for the lockdown period and is likely to change once the whole school reopens.

Yours sincerely,



Jane MacDonald

Principal