



STAFFORD LEYS COMMUNITY PRIMARY SCHOOL  
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HEADTEACHER – MR A KITCHEN



3<sup>rd</sup> March 2021

Dear Parents

We are very excited about the return of all of our pupils from Monday. The school will run in a very similar way to how it did in December but I have detailed our routines below to help with the return next week. Due to rules around Clinically Extremely Vulnerable staff, we do have several staff that cannot return until at least Easter. This has meant that we have had to make some adjustments to our staffing to ensure all of our children get the best offer on their return to school. If your child's class is affected by the changes, you will receive an extra letter about this.

### General

All of the steps we are taking to keep our site and community safe are coming directly from the DFE and Public Health England. The worry is that when adults are mixing, there is a risk of the virus spreading more rapidly and we end up closed to most pupils again. All of the measures listed below are designed to reduce that risk and keep everyone safe.

The school is not public property or a right of way. Parents are given permission to come on to site for the purpose of bringing children into school. This permission can be removed or you could be asked to leave if you deliberately choose to ignore the safety measures around site. This might sound harsh, but I want our staff to be able to concentrate on getting the children back into school and not having confrontations over following the rules. **All of the rules will be reviewed at Easter.**

- Only one adult per family can come onto our site. This includes older siblings.
- Adults must wear masks for the whole time that they are on our site. We will have disposable masks available at the entrance gates in case you forget. Please wear a lanyard that highlights if you are exempt.
- There are yellow markers outside every classroom. These are 2m away from the doors to highlight the minimum social distance between adults. You will be asked to move back if you are closer than the marker.
- Do not stay on our site any longer than is necessary – you may be asked to move on if you are chatting or waiting around.
- If you need to give a message to a teacher, please contact the school office and they will ensure the message gets to the classroom.





## Morning

You can drop off children between 8:35am and 8:50am. It is generally quieter after 8:45am. Children in Year 5 and 6 should come onto site without an adult to reduce the number of people on site. Children in Year 3 and 4 can also come onto site without an adult if you and your child are comfortable. There is a one way system in place at school.

- The library entrance will be an **entrance only**. This will be reviewed at Easter.
- The park entrance will be an **entrance and exit**, please be considerate here.
- Hunters Way will be an **exit only**.

## End of the day

The end of the day is between 3:00pm and 3:15pm. You can collect children in EYFS to Year 4 from the classroom markers between these times. Children in Year 5 and 6 will leave their classrooms at 3:15pm and either walk home or meet an adult off site.

## The Office

You can contact the office by email or by phone. They are very responsive and will quickly pass on messages or respond to queries. You should only be coming to reception if you have an appointment or are expected.

## PE

Most of our PE sessions will be outdoors. In our first week back, the children do not need to bring a full PE kit to school, **they will just need a pair of trainers to change into**. The week after, we will resume getting changed for PE and the kits can return.

Year 5 and 6 children can come to school in their PE kits on their designated PE days. For Year 5 these are Tuesday and Friday and for Year 6 it is Monday and Friday.

## Finally

Throughout the various lockdowns and returns, we have really valued the support we have had from parents. We can see from the engagement of our children at home, that you have prioritised education and it is really appreciated. Our staff are ready to take over the day to day work and will do everything they can to help the children settle back into school. The aim will be to make it feel as normal as possible.

Thank you for taking the time to go through our routines and expectations. You will also be able to watch a video explaining the routines on the COVID tab of our website or by following the link here.

[Covid-19 - Stafford Leys Primary School \(bepschools.org\)](https://www.bepschools.org)

Regards

Andy Kitchen

