



Latchingdon C of E Primary School
The Street, Latchingdon
Chelmsford, Essex CM3 6JS

Telephone 01621 740328



AIM HIGH  TO BE THE BEST

15th July 2020

Arrangements for September 2020

Dear Parents,

We are looking forward to seeing all the children back in School on 3rd September and we are making arrangements so that everyone can return as safely as possible, following government guidance.

Communication

Parents should avoid the office and contact the school by telephone or email via home learning, which we will keep open.

Absence and informing the school

Please do not send your child into school if they have cold or flu symptoms. Leave a message by 9am giving a clear reason for any absence.

Suspected case of virus

Children must not come to school if they are displaying symptoms. Please arrange for a test and inform the school of the result as soon as possible. Classes of children will self-isolate if a test for COVID-19 is positive

Start and finish times

All Pupils should be brought to school by one adult and punctuality is important to avoid mixing bubbles as far as possible. There will be a one-way system and parents and pupils will enter by the gate on Meadow Way and will leave by the gate on The Street at given times. Punctuality is important to avoid congestion. Parents should queue 2 metres apart by the gate to the large playground until a member of staff arrives.

Children who travel by school bus will wait with the driver and will come in through the bottom gate. They will wait for collection in the hall at the end of the day.

Pupils should arrive at the following times and will be let into the school by the bottom gate to the playground:

- 8.35 Families with surnames beginning A - H
- 8.45 Families with surnames beginning with I - Z

Collecting children

***parents must not enter the building.**

Parents will use the Meadow Way entrance and will be able to get onto the playground by the bottom gate. Children should be collected by their classroom door and parents should then leave immediately by the gate to The Street. Once children have left the building, they will not be able to re-enter for forgotten items.

3.00 Families with surnames beginning A - H

3.10 Families with surnames beginning with I - Z

Travelling to school

Walk wherever possible and if you need to car share, please share with the same people. The school bus service will run as usual with a consistent group of children.

Break and lunch times will be staggered.

Packed lunch will be eaten in classrooms and school lunch will be eaten in the hall in two sittings. Classes will have allocated tables that are well spaced so that they do not mix. Cleaning will take place between sittings.

***pupils must open packaging for snack and lunch themselves. Parents should make sure their child is able to open any items given to them. All rubbish will be taken home.**

What children should bring with them

PE kit which can stay in school for the week.

A small bag to hold a healthy snack, tissues, named lunch box and water bottle and reading book.

Uniform

Uniform should be worn as usual and children will need a coat and shoes for outdoor wear. Current guidance is that hygiene is important, but clothes do not need to be cleaned any more than usual.

Class organisation

Children will be in class bubbles with minimum contact with other classes. With the exception of Miss Harrington's class due to their young age, children will be seated facing the front of the classroom rather than directly facing another child. They will have their own pencil case with basic stationary provided by the school.

We will be teaching the full curriculum, but there will be a focus on catching up in English and Maths.

Hygiene

Children and staff will have allocated toilets and will be reminded to wash their hands. All staff and children will wash their hands regularly and soap and paper towels will be available in all rooms.

Regular cleaning systems will remain in place. This includes regular hand washing and cleaning of the classrooms and other spaces around the school. Children's hands will continue to be sanitised on entry into the school and they will wash their hands regularly throughout the school day.

Yours sincerely

Miss M Amery

Headteacher