



**Holt Community Primary School,
Norwich Road, Holt,
Norfolk, NR25 6SG**

Tel: 01263 713107

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email: head@holt.norfolk.sch.uk

28th July 2020

Dear Parents,

Plan for September

As you will be aware, the Government has asked schools to prepare for a full reopening in September. The school has worked through the government advice and completed a risk assessment provided by the Local Education Authority. The school proposes to open to all year groups on Monday 7th September with each year group being kept in a separate bubble with a teacher and at least one teaching assistant. Please see the letter dated 17th July to see the details of the teacher and teaching assistants in each class. In order to achieve this we have made considerable changes to the school. A simplified version of these changes has been posted on Google Classroom for each year group and can be found by following the link on the website. We will also be offering families a chance to have a brief look around the school on Wednesday 2nd September. This will allow parents and children the opportunity to see some of the changes at school before the first day of term. Please contact head@holt.norfolk.sch.uk to book a time slot for that day.

First two days back – 7th and 8th September

We have decided to stagger the arrival times on the first two days back (7th and 8th September) to allow additional time for everyone to get used to the new routines. This will be done alphabetically by surname to allow members of the same family to arrive at the same time. If members of the same family have a different surname then the family should arrive together at the earliest arrival time. Bus and taxi children will be arriving at their usual time of 8.45am.

First Days Back (7 th + 8 th September)	
Surnames A-E	8.45- 8.55
Surnames F-L	8.55- 9.05
Surnames M-S	9.05- 9.15
Surnames T-Z	9.15- 9.25

After the first two days we will shorten the staggered start to just two arrival times.

9 th September onwards	
Surnames A-L	8.45- 8.55
Surnames M-Z	8.55- 9.05

If this system continues for an extended period we will reverse the order after half term for fairness. The new Year R will be following a separate timetable for their induction in the first two weeks. Please see the separate Year R letter for details of their start and finish times.

Please make sure that no adult or child with symptoms enters the school grounds (see details of symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>). We ask that only one parent accompanies their child to school and that parents do not gather in the playground. Parents should avoid walking to school in large groups and only members of

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the same household should travel together by car. Parents/ carers classed as clinically vulnerable should avoid picking up or dropping children.

The school gates will be unlocked at 8.45 am each morning. We have made changes to the playgrounds to avoid anyone having to pass each other. Parents should enter the Infant playground through the bottom gate on valley lane and exit through the top gate. The entrance and the exit to the junior playground will remain unchanged. Please note the front walkway between the playgrounds will be one way from infants to juniors, therefore parents should drop off children in the infants first before proceeding to the junior playground.

We have moved the bicycle shed from the main entrance. Instead, Infants can leave their bicycles at the wooden gate at the bottom of the infant playground and Juniors can leave their bicycles next to the shed near the garden area at the other end of the junior playground.

Each class will have a separate entrance point where a member of staff will be waiting to welcome the children in the morning. Year 2 will start and finish each day in the hall.

	Classroom	Entrance door	Finish time
Year R	Bayfield	Back of the Reception class. A teacher will be waiting by the black gate in the infant playground	2.50pm
Year 1	Mannington	Infant Entrance	2.55pm
Year 2	Holt and the Hall	Infant Entrance to the Junior building	3.00pm
Year 3	Holkham	Holkham class fire door at back of the Junior building	3.00pm
Year 4	Wolterton	Steps (by the toilets) at the side of the Junior building	3.05pm
Year 5	Blickling	Junior Entrance	3.00pm
Year 6	Felbrigg	Junior Entrance	3.05pm

The Classrooms

Each class will remain in their own bubble and will not mix with any children from another class. To achieve this, the children will remain in their own classroom or designated outside area. We shall not be undertaking any assemblies, trips, sports events, swimming, or afterschool clubs until we feel they can be arranged safely. The classrooms are being prepared to encourage as much social distancing as feasible, so where possible we have rearranged the desks to face the front and we have removed furniture to maximise spacing. Each child will have a pack of their own resources to use at school. Children will be required to wash their hands thoroughly on arrival and throughout the day. All surfaces will be regularly cleaned, and we have reviewed our cleaning measures and implemented changes.

The Office

Access to the office will be through the front entrance only, as no parents are allowed in the school building. Parents will be able to speak to the office staff through the hatch in the foyer, though please note that only one person will be allowed to enter the foyer at a time. We will be drawing a social distancing line to enable parents to line up for the office.

What to bring to school

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Children should only bring a coat (if needed), a packed lunch (we can provide a school packed lunch) and a returning reading book.

School Uniform

We ask children to wear their school uniform to school except on the days when they have P.E. On these days the children should come to school dressed in their P.E kit. On chilly days they may want to wear a warm top and tracksuit bottoms over the top of their t-shirt and shorts. All P.E will take place outside until further notice, so please send the children with outdoor sports shoes.

Lunch

Lunches will take place in the classroom or on picnic tables outside and will be staggered so that two classes are not in the same area at the same time. Children will be able to bring their own packed lunch or order a school packed lunch. Unfortunately we will not be able to offer any hot meals at the beginning of term but hope to reintroduce them soon. At the assigned time a Midday Supervisor will bring any lunches ordered to each of the classrooms. School packed lunches can be ordered in the usual way, but only the correct dinner money should be sent to school in an envelope.

End of the day

The gates will be unlocked at 2.50pm each day and we ask parents to wait in the playground to collect their children. Teachers will bring the children to the playgrounds at the end of the day and wait with them until they have been collected. Parents should collect infant children first before using the front walkway to the junior playground to collect junior children. We encourage parents to leave the playground as soon as children have been collected.

	Finish time	Where parents should wait
Year R	2.50pm	Infant playground
Year 1	2.55pm	Infant playground
Year 2	3.00pm	Infant playground
Year 3	3.00pm	Junior playground
Year 4	3.05pm	Junior playground
Year 5	3.00pm	Junior playground
Year 6	3.05pm	Junior playground

Bus

We will notify transport about the number of children expected each day so that Sanders can provide a suitably sized bus.

The current situation is liable to change over the summer, so please keep an eye on our website to keep informed of any updates to our plans. I look forward to seeing everyone in September.

Best wishes

Simon Walters
Headteacher

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