



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

Year R Transition

We have split the new Year R into two groups for the first two days to help transition. On the first two days of term the children will be invited to attend a session in the morning or afternoon depending on the first letter of their surname.

7 th + 8 th September	Arrive and Finish times
Surnames A-L	10.00 – 11.15
Surnames M-Z	1.30 – 2.45

During the remainder of that week the children will be invited to attend for the mornings and finish at 11.45am. We have also staggered the start times to limit the number of children arriving at one time.

9 th - 11 th September	Arrive and Finish times
Surnames A-L	8.45- 11.45
Surnames M-Z	8.55-11.45

During the second week the children will be able to attend mornings and stay for lunch before being collected at 1.15pm. During this week the children will be invited to bring a packed lunch or order a free school lunch pack.

14 th -18 th September	Arrive and Finish times
Surnames A-L	8.45- 1.15
Surnames M-Z	8.55-1.15

In the following week (21st – 25th September) the children will have the option to stay all day and be collected at 2.50pm or continue to attend mornings only.

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 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

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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.

	Classroom	Entrance door
Year R	Bayfield	Back of the Reception class. A teacher will be waiting by the black gate in the infant playground.

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 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

Children should only bring a coat (if needed), a packed lunch (we can provide a school packed lunch) and a returning reading book. We ask children to wear their school uniform to school.

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.

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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

During the transition weeks we will open the gates in the infant playground, so that the children can be collected from the playground at the end of their session.

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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