

GLENDALE INFANT SCHOOL

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28th May 2020

Dear Parents/Carers,

KEYWORKER/VULNERABLE CHILDREN (KWR)

As we prepare for a wider opening, to include Reception children, **potentially from 8th June**, we are moving the Key Worker children to their newly allocated rooms/bubbles from **MONDAY 1ST JUNE**. (There will be one further change for Reception Key Worker children, as we feed them back into one of the Reception bubbles from **8th June** potentially.)

In order that we can plan for the coming weeks, please can you support us by keeping to the guidance regarding Key Workers;

1. Keyworker children are entitled to a place in this provision if you have to go out to work and are unable to work at home.
2. Places need to be booked a week ahead and we must be kept informed of any changes.
3. Places are NOT available for children if you are working at home.

If your child has not been into school since partial closure you will need to provide an up to date employer letter.

From Monday 1st June your child will be entering school via:

Gate 1 (Orange Gate) on Skye Close – please queue on the pavement by the bike shelter. Please use the markings on the footpath & fencing, observing the 2m distancing rule. You will need to bring your child **between 8.45 - 8.55am**. If you are late, then you will have to wait until after the next groups drop off time.

You will need to wait outside the gate and a member of staff will come and unlock the gate and let your child(ren) in, parents will not be allowed to come on site, except in an emergency/prior invitation. This will reduce the risk of spreading the virus as the number of adults and children returning to school increases. We ask that only 1 adult/person drops off and collects. We are asking that parents do **not** park in Skye Close and Oldany Way to ensure pedestrian safety. If you have 2 children, in different groups/bubbles, you can bring them both to the same entrance and they will be escorted to their room/bubble by a member of staff.

Early Bird – You need to ensure you have booked this provision in advance, a member of staff will collect children from your allocated gate, one collection at 8am and the other at 8.30am. If you are

paying by cash please have it in a clearly labelled envelope, if you do not have the correct change, we will put any overpaid money owed to you on a pre-payment card.

All key worker parents will be expected to pay for provision from 1st June. If you use a pre-payment card already, we will notify you when your funds are low. If you do not have the payment on the day your child will **NOT** be able to use the provision.

Children should **NOT** bring in any personal belongings, including bags and book bags with the exception of:

Own packed lunch (if bringing) please put it into a carrier bag, these will be disposed of at the end of lunchtime, so do not overfill as food will be wasted

Drinks bottle

Coat/jumper/cardigan

Hat

Sun-cream – please ensure your child's name is on the container.

Our kitchen will be providing meals for all children as normal, there will be one hot and one deli option each day.

Children should **NOT** bring cuddly toys, or toys of any description.

If your child comes to school on their bike or scooter you will need to take it home at the moment.

Children are expected to be back in their uniforms from 1st June, if their uniform no longer fits please telephone/email school and we will try and provide some second hand uniform.

Children will be asked to wash their hands as soon as they enter their room/bubble and they will wash them before they leave the room/bubble on an afternoon. Obviously, they will be washing them lots during the day too. (We will send you a full copy of all of the details when we send out letters to the other parents.)

If you have informed us that you will be collecting your child early, before their finish time, that is fine, please phone the school office when you are at your allocated gate and your child will be brought down to you as quickly as possible. All other children will be brought down to the gate for collection at 2.45pm, **your collection time is 2.45 – 2.55pm**. If there is a problem with your collection time please speak to Mrs Hopkins or email, we will do our best to accommodate requests, but cannot guarantee this and you may need to speak to your employer. Whilst you are waiting for drop off or collection please ensure you follow the social distancing guidelines, ideally cross over the road onto the other footpath to avoid congestion. Please move on promptly once you have dropped off/collected your child.

If your child is not going to be in school, you will need to follow the usual absence reporting procedures and report your child's absence by phone or text on the morning of the first day of absence. If they are absent because it is your day off, we will accept that as a valid reason. If their absence is unreported, we will record it as unauthorised. If your child shows any symptoms of COVID, you must **not** bring them to school. Nobody with symptoms should be dropping off or collecting them either.

Thank you for your ongoing support in these strange times, your patience is greatly appreciated. We understand it might be frustrating at times if you have to wait, please bear with us. Any type of abuse towards staff will not be tolerated and could result in the place for your child being withdrawn.

If you have any questions at any time please do feel free to ask, please do this via phone, text or email and not when dropping off or collecting to avoid unnecessary waiting for other parents/children and staff.

Yours sincerely,

Louise Hopkins
Headteacher