

Gilbert Scott Primary School



Inspiring all, to achieve in learning for life

Dear Parents / Carers,

It is the strangest end to a school year I have ever experienced and one that I hope we never have to experience again. Thank you to everyone for their patience and support during this long period of uncertainty. We are perhaps coming to the end and below we have set out our initial plans for returning in September. These are subject to change, depending on the COVID situation. I have also included in this letter new classes for September. Please read this carefully and do not hesitate to contact us with any questions or concerns.

Gilbert Scott's full re-opening will require a clear, joined up and thorough approach that everyone in the school community can understand and follow. We must not lose sight of our mission statement or our values of Excellence, Respect, Resilience, Aspiration, Responsibility and Unity.

First and foremost, in our planning, is the safety and the welfare of our pupils, staff and all members of the school community. As always, we will endeavour to make the school environment as familiar as possible for pupils, but there will be some necessary adjustments that need to be made.

The information below details the planning we have put in place, based on the circumstances and information available to us at the time of writing. It is a long letter, but I hope you will appreciate the level of detail it offers.

All measures are put in place in order to keep all members of the Gilbert Scott Primary community safe and to minimise the spread of COVID-19.

Classes for September

Apart from our new children in the Early Years, all children will return on Monday September 7th. **It is compulsory that all children attend school from September unless they are complying with clinical advice. It is vital that we get all children back to school on the first day and every day. If your child does not attend, you are very likely to be fined and so please do contact us immediately if there is a problem.**

On Monday September 7th, all children will be returning to their current classroom and teacher. This is so that everyone has the opportunity to settle back into school, we can begin to find out where they are with their learning and there can be some transition work with their next teacher. Year 5 will be split in to two groups during this period.

From Monday 21st September, every child will move up to their new classes and their new teacher. Therefore, when reading the information about drop off and collection, please look at your current year group and the one your child will be in from 21st.

Current Class	Current Teacher	New Class (From 21 st September)	Teacher from 21 st September
Rabbits	Miss Greenway	The Burrow Rabbits and Hedgehogs	Miss Greenway/Mrs Seaman
Hedgehogs	Mrs Seaman	Badgers	Mr Mace
Badgers	Mr Mace	Foxes	Miss Dance
Foxes	Miss Dance	Wolves	Mr Awadalla
Wolves	Mr Awadalla	Woodpeckers	Mr Bradford
Woodpeckers	Mrs Beirne	Falcons	Mrs Beirne
Falcons	Mr Bradford	Eagles	Ms Street
Little Owls	Mrs Adams/Mrs Sumsion	The Nest	Mrs Adams/Mrs Sumsion/Ms Peel-Boyce
Robins	Ms Peel-Boyce	Little Owls and Robins	

Collection and Drop Off

These are the start and finish times for September. **Please remember that for children in the current year 2 and year 3, your entrances will change in the third week when all children go to their new year group.**

We will have a staggered entry in the mornings where each class has a 15-minute window for arrival. All children will go straight to their classroom and will have early morning work to do. The class doors will shut at the time below. If your child is late, they will have to be taken to the main entrance. **It is essential that we stick to these times to ensure that we can keep groups of children and adults apart. It is also essential that everyone disperses quickly and considerately from the school grounds AND the surrounding area immediately after drop-offs and pick-ups.**

YEAR 4, 5 and 6 - In the mornings, all children will come in through the main double blue gate in 'Conker Alley', down the steps and come in through the main entrance where they will be directed to their classroom. No parent from these year groups should come on to the school grounds. At the end of the day, the children will leave via the same way and parents can meet them outside the school gates. A member of staff will be on the crossing to see them safely across.

YEAR 1, 2 and 3 - In the mornings, all children will come through the black pedestrian gate, alongside the vehicle entrance. For years 1 and 2, one parent may walk their child to the entrance of the reception outdoor area, always keeping two metres away from any other family. A member of staff will then send the children one at a time into their classroom. If there is a queue, there will be clear markings, two metres apart, so that everyone can remain safe. For year 3, they will follow the path around and go in through their classroom door. All parents will then be asked to go out through the small side blue gate in 'Conker Alley'. This way we can have a safe one-way system. At the end of the day, one parent from each family can come in the same way they did in the morning and wait. Year 3 parents will wait outside their classroom, socially distanced. A

member of staff will let one child at a time exit. We then ask you to exit out of the side gate as in the morning. This may be inconvenient, but it is vital that everyone follows these instructions.

NURSERY AND RECEPTION – You will do the same as years 1 and 2 but at a different start and finish time.

ELP 1- If being brought and collected by transport, the children will be collected by their staff from the cars in the morning and returned to the cars in the afternoon. If a parent is bringing them, they will wait outside the classroom in a queue (2 metres apart) and await a member of staff to allow the child in. This will be the same in the afternoon. Can parents always use the black pedestrian gate next to the vehicle entrance to enter the school and then leave by the side blue gate in Conker Alley.

ELP 2- If being brought and collected by transport, the children will be collected by their staff from the cars in the morning and returned to the cars in the afternoon. If a parent is bringing them, they will wait outside the classroom in a queue (2 metres apart) and await a member of staff to allow the child in. This will be the same in the afternoon. Can parents always use the black pedestrian gate next to the vehicle entrance to enter the school and then leave by the side gate in Conker Alley.

Timings for each class

Year group	Drop off between	Collection
Nursery Rabbits	8:45 to 9:00	11:45
Reception Hedgehogs	8:45 to 9:00	15:00
Year 1 Badgers	8:30 to 8:45	15:10
Year 2 Foxes	8:30 to 8:45	15:10
Year 3 Wolves	8:30 to 8:45	15:15
Year 4 Woodpeckers	8:30 to 8:45	15:15
Year 5 Falcons	8:30 to 8:45	15:15

Year 6 Eagles	8:30 to 8:45	15:15
ELP 1 Little Owls	8:45 to 9:00	15:15
ELP 2 Robins	8:45 to 9:00	15:15
Breakfast Club	7:45-8:30	N/A
After School Club	15:00	Closes at 18:00

We can run our Breakfast Club and open our brand new After School Club as Extended Bubbles. More details for both clubs will follow in the next week or so. There will be no other clubs at this stage, but this will hopefully change fairly quickly once the term starts.

Breaktimes and Lunchtimes

Classes will remain in their bubbles for all breaks. Reception and the ELP's will have their lunches in the dining hall but play in their own outdoor areas. Years 1, 2 and 3 will have break and lunch at the same time, followed by years 4 ,5 and 6. As currently, each class will have their own equipment to use.

In the dining hall, children will only be able to sit on one side of the table and not face each other. This will mean that lunch may take a bit longer than usual!!

School Uniform

From September, children should be back in full school uniform. On the days they have PE, children should wear their PE kit. This should include school jogging trousers and trainers. This will mean that we do not have a lot of bags hanging around, will cut down on lost property and mean that younger children will not require help with changing. Nearly all PE lessons will be outside.

If you require to purchase replacement school uniform, could you please email the office on admin@gilbert-scott.org between 1st – 4th September to place your order. We will then contact you by email to give details of collection and payment.

Other resources

The children should bring a packed lunch (if required), a book bag, a named water bottle and absolutely nothing else.

All the children in years 1-6 will be provided with their own named zippy wallet containing necessary equipment. Children will not share resources. These will be cleaned at the end of each day.

Soft furnishings, cushions etc and toys that cannot be easily cleaned will be removed from all classrooms. Desks will be spread out as much as possible in all classrooms and organised in forward facing rows for older children. Rooms will be well ventilated with windows and exterior doors open.

Any toys, games or resources that are used during the school day will be cleaned each afternoon. These will **not** be shared between bubbles.

Outdoor sports equipment will be allocated to each 'bubble' and will be cleaned by the site staff after use. This equipment will **not** be shared between bubbles.

The Office

The office will be open for phone calls and emails however will be closed to parents during the school day. Should you require anything from school, we would ask you to contact the office by phone (0208 657 4722) or by email (admin@gilbert-scott.org). We are unable to accept any items being dropped off during the school day. Please make sure we have up to date contact details for you.

Medication

If your child had an asthma pump or any other medication in school, it is imperative that this is returned or checked by you to ensure it is still within the expiry date.

Reports

Reports are available for collection from school, along with any special needs' plans. Please could you come in and collect them.

Staffing

Sadly, we are losing two members of staff from our school. Mrs Patel has been with us for 28 years as a teaching assistant, which is incredible. She will be retiring and moving to another part of London to be with her daughter. Mrs Lee has been with us for 4 years as an Early Years Educator and teaching assistant plus for many years as a volunteer and the family are moving to West Sussex. We will miss both of them and wish them lots of luck for the future.

Year 6 – they have not finished life at Gilbert Scott in the way they would have wanted to. 12 have been coming every day since June 1st, but the rest finished on 23rd March. We will be holding a short assembly for them this Friday, but then inviting them back for a barbecue in September and a proper goodbye. In the meantime, we wish them every success for the future and hope they settle quickly into their new schools in September.

I appreciate that there is a huge amount of information within this letter, but I hope you appreciate the amount of thinking that has gone into it. In the week before the children return, we will send out the relevant risk assessments and other information that you will require. We will also be looking at 'Remote Learning' or homework to you and looking at how we can build on what we have provided during lockdown. This will include training sessions for parents as well as the children and staff.

Thanks again for your wonderful support and incredibly positive comments.

Kind Regards

Paul Thomas
Principal