



2nd September 2020

Dear Parents/Carers,

I hope that you have had a restful summer break with your family. We are all very much looking forward to welcoming our children back to school next week.

In order to support the safe return to school, we have written a document called "*Town Hall Campus Returning to School Protocol and Procedures*". This can be found on the school website and will give you all the detailed information and explanations about how the school will be operating in line with Government guidance.

This letter will provide a summary and give all the essential information that you need to know about how the Town Hall Campus will operate for the start of the Autumn Term. There is also a list of frequently asked questions included.

Term starts for children in Year 1-6 on Monday 7th September. Children in Nursery and Reception will have been contacted with a start date during the week beginning 14th September.

In order to allow access to the Campus, we will be opening both the Bath Road Gate and Montem Lane Gate from Monday 7th September. In order to support social distancing and minimise contact, we ask that all parents/carers and pupils walk on the signposted side of the barriers on entry to the Campus, and practice social distancing on the playground. We also recommend that whilst on Campus, all adults wear a face mask.

Parents of pupils in Year 3,4,5 & 6 are asked to drop their children with their class teacher in their class line on the main playground and leave the site straight away. Pick up will be from the same place. Pupils in Year 2 should be dropped off at the grey door by the Bath Road Gate, and pupils in Reception and Year 1 can be dropped off at their classroom door.

In the morning, the gates will open at 8.30 am and close at 8.45 am. In the afternoon the gates will open at 2.50pm and the children will be dismissed at the times and locations below:

- Year R: Classroom doors at 1500
- Year 1: Classroom doors at 1500
- Year 2: Pupils will line up in between the Reception area and Y1 classrooms at 1510
- Year 3: Year 3 dismissal point on the main playground at 1505
- Year 4: Year 4 dismissal point on the main playground at 1505
- Year 5: Year 5 dismissal point on the main playground at 1515
- Year 6: Year 6 dismissal point on the main playground at 1515



Once you have collected your child, we politely request that you leave the Campus immediately. We will continue to review these procedures and they may be subject to change if necessary to support social distancing.

We appreciate your support and patience at this time as we all adapt to new ways of working and we are asking all parents and carers to agree to the following:

- Observing social distancing measures that are put in place around the school site
- Wearing a face covering inside the school site when dropping off and collecting
- Ensuring that children wash their hands before coming to school
- Making sure children do not bring any unnecessary items into school
- Talking to children about the importance of social distancing
- Collecting children from school within 30 minutes if the school suspects symptoms
- Undertaking a Covid -19 test if a child shows symptoms
- Not sending a child into school and self-isolating for 14 days if anyone in the house has symptoms or is unwell

Please be aware that the school is not offering after school club provision currently. If your child is registered with SCL wrap around childcare, the drop off and pick up points for the morning and afternoon session is the outside door leading into the Main Hall.

As always, if you have any further questions or queries please contact the school office via email: enquiries@claycots.com or telephone 01753 531415. The school office will be open from Tuesday 1st September.

I look forward to welcoming you back to school next week.

Yours sincerely,

Luke Graham
Headteacher



Frequently asked questions:

What if my child is anxious about the return?

We will be implementing a 'Recovery Curriculum' aimed at supporting children with the transition back to school. Please contact your child's teacher using the enquiries email address if there is anything in particular that we need to know in order to help us provide any additional support.

Can my child walk to and from school by themselves?

Yes, children in Years 5 and 6 who usually walk to and from school by themselves are now able to do so.

How will children be grouped?

Because of the size of the school, children will be in Year Group bubbles. For the majority of the time children will be in their classes but for break times, lunch times and PE they will be with the rest of their Year Group.

Should my child wear uniform?

Yes, children need to come to school wearing uniform as usual. We ask that parents wash the uniform regularly.

What should my child bring to school?

Children only need to bring essential items to school. These are a coat if required, a water bottle, their reading book and book bag.

Can my child bring a packed lunch?

Yes, children may bring in a packed lunch as usual.

Do children have to wear face masks?

No, current advice is that Primary School children do not need to wear a face mask. We are asking that adults wear masks on the school site.

Should my child bring in a pencil case?

No, we will be providing all stationary that children need. This will be in an individual pack.

What will happen on PE days?

PE will go ahead as usual and children should come to school in their PE kit on those days. You will be informed of the PE day by the Year Group Leader during the first week back.

**Do we need to send personal hand sanitiser in?**

No, the school will ensure that hand sanitiser is available in all classes as well as in public areas. We will be using alcohol-based hand sanitiser as this is shown to be effective in preventing the spread of Covid-19. Parents must let us know if they DO NOT wish their child to use this hand sanitiser. If we do not receive communication from you, we will assume that children are able to use this.

What if I need to talk to the class teacher?

In order to maintain social distancing, we are asking that parents do not speak to the class teacher at the start and end of the day. If you need to speak to the teacher, please contact the school office by e-mail or telephone to arrange an appointment. Parents and carers are not permitted to enter the school office at this time.

What if I am late?

Any parent arriving after the gates have closed at 8.45 will need to walk around to the front of the school building and ring the buzzer to speak to a member of the office team. A member of school staff will then need to come out to escort children in to the building.

Will there be a Breakfast Club and After School Club?

Yes, SCL will be running Breakfast Clubs and After School Clubs. Please contact SCL directly for more information. We have also added some information on our website regarding SCL's procedures for the start of term.