



Wednesday 24<sup>th</sup> February 2021

### **RE: Returning to school – all pupils**

Dear Parents/Carers,

As you will be aware following the Prime Minister's announcement earlier this week, schools will be opening to all pupils from **Monday 8<sup>th</sup> March**. From this date, attendance of pupils is mandatory.

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 the most recent Government guidance. A key addition to our procedures is that all school staff will be taking a Lateral Flow Test twice weekly which tests for traces of COVID-19. Only staff members who test 'negative' are permitted to come to school.

#### Accessing the Campus:

Both the Bath Road Gate and Montem Lane Gate will be open for entrance. 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 and practice social distancing on the playground. All adults must wear a face mask on the premises; any adult who tries to enter without one will need to show proof of exemption.

#### Drop off and collection of pupils:

Arrangements for drop off and collection remain the same as they did in the Autumn term. 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 8.25 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: Playground area in next to green barrier 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 appreciate your support and patience at this time as we re-open our school to all pupils, and we ask that you support us by:

- Observing social distancing measures that are put in place around the school site
- Wearing a face mask/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 in line with government guidance if they or a member of your household is unwell with symptoms of COVID-19, or returning from abroad

#### Return of laptops:

During recent months, some families have been issued with a school laptop to support online learning. We ask that between Monday 15<sup>th</sup> March and Thursday 1<sup>st</sup> April, that all laptops are returned to the school, boxed and in good working order.

#### SCL Breakfast Club:

SCL will be continuing to offer a breakfast club provision at the Town Hall Campus from Monday 8<sup>th</sup> March. SCL are currently taking bookings for this service, should you be interested. Please see our school website for further details [www.claycots.co.uk](http://www.claycots.co.uk)

As always, if you have any further questions or queries please contact the school office via email: [enquiries@claycots.com](mailto:enquiries@claycots.com) or telephone 01753 531415.

I look forward to welcoming you back to school on **Monday 8<sup>th</sup> March**.

Yours sincerely,

Luke Graham  
Headteacher



## **Frequently asked questions:**

### **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.*

### **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*

*Claycots School Partnership*

*Britwell Campus: Monksfield Way, Slough, SL2 1QX, Tel: 01753 521215*

*Town Hall Campus: Bath Road, Slough, SL1 3UQ, Tel: 01753 531415*

*Website: [www.claycots.co.uk](http://www.claycots.co.uk) • Email: [enquiries@claycots.com](mailto:enquiries@claycots.com)*



*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.*