



**Shotton Hall Primary and Pre-School**

Working together to

**SHINE**

**Successful, Happy, Inspired and Nurtured towards Excellence**



3.7.2020

Dear Parents and Carers,

I write to you with information about bringing and collecting your child to and from school. We are now preparing for return of ALL pupils to school in September following the release of the most recent government guidance. School will open to all pupils on Thursday 3<sup>rd</sup> September 2020. Lessons will start promptly at 9 am. These changes have been made in response to the COVID- 19 guidance to enable us to continue to be as vigilant as we possibly can to ensure the safety of your child/children in our care.

### **DROPPING OFF YOUR CHILD**

We have a new system for dropping your child/ren off. Sadly we are unable to allow parents and carers onto the playgrounds as we did before the COVID-19 pandemic at this time.

**For pre school and classes 1,2,3 and 4 we can only allow one adult onto site for each family during this period.** Adults of children in other classes are not permitted on site and must leave their child at the gate. All gates will be manned so pupils will not be able to get out of the school boundary once you have left them.

#### **For pre school pupils**

Children and their adult will meet with staff outside the breakfast club doors at 8.50 am and will be collected at the same place promptly at 11.50 am. The Waveney road gate will open at 11.45 am. There is now no flexible collection time. Adults must leave the premises as soon as their child is in school to allow others to have clear access. Children will have their temperature taken by a hand held device in the classroom and a second check if this reading is high from the thermal imaging camera.

#### **For pupils in classes 1 and 2 arrive at 8.40 am**

Enter the school by the Waveney Road entrance. Walk up the long path and hand over your child /ren to the member of staff at the Reception gate. Adults must leave the premises as soon as their child is in school to allow others to have clear access to the gate. Children will have their temperature taken by a hand held device and a second check if this reading is high from the thermal imaging camera.

#### **For pupils in classes 3 and 4 arrive at 8.50 am**

Enter the school by the Waveney Road entrance. Walk up the long path and allow your child to enter the multi games area. They will be met and taken into school by their class staff. Adults must leave the premises as soon as their child/ren is through the gates to allow others to have clear access. Children will have their temperature taken by a hand held device and a second check if this reading is high from the thermal imaging camera.

We believe our young pupils need to remain in their familiar environment as far as possible so they are having their temperature taken in class by their known staff. The device we use is a high quality, non contact, hand held thermometer gun.

#### **For all other pupils (classes 5,6,7,8,9,10,11 and 12)**

We know our children enjoy an age appropriate level of independence and believe pupils from class 5 upwards can come into school by themselves if you leave them at the gate. If you are concerned about this and require some support please let us know. We also know siblings like to take care of their younger family and they can help take unsure children to their classes if you are happy for them to do so.

All staff members will be on site, alert and vigilant to ensure your child's safety.

**Waveney Road Entrance**

Staff will be supervising this gate. Children will enter the gates between 8.40 am and 8.50 am and access their classroom via the middle gates on the long path. Staff will be on the yard to support pupils to their class rooms.

**Passfield Way Entrance**

Staff will be supervising this gate. Children will enter the gates between 8.40 am and 8.50 am and access their classroom via the middle gates on the long path. Staff will be on the yard to support pupils to their class rooms.

**Either gate may be used for your convenience at the moment.**

On entering their classroom pupils will be met by staff and supported to have a good start to their day, our bagel initiative will be in place. Following pupil registration the children will go through the thermal imaging camera as a class and we will contact you if there is an issue.

At this point all site gates will be locked to enable us to use the full site for outdoor learning and keep all children safe. Contact with the school after this time will be by phone only. This will include those who are late. We are waiting for a 'day gate' to be installed and hope this will be ready for September.

**COLLECTION OF YOUR CHILD**

Pupils in classes 1 and 2 will be brought by staff to the concourse area outside the bike sheds and handed over to one adult only.

Pupils in classes 3 and 4 will be brought by staff to the multi games area and handed over to one adult only.

Pupils in classes 5, 6, 7, 8, 9, 10, 11 and 12 will be led out by staff and may leave through either the Passfield Way gate or the Waveney Road gate.

Please complete the slip below or ring our admin team to let us know which gate you wish your child/ren to use. Please return by FRIDAY 10.7.2020. We will not release your child without your advice.

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**URGENT - Return by FRIDAY 10.7.2020 or ring our admin team on 0191 586 4515**

Name of child/children.....class.....

Name of child/children.....class.....

Name of child/children.....class.....

Name of child/children.....class.....



I would like my child/ren to exit the Passfield Way gate

I would like my child/ren to exit the Waveney Road gate

I give permission for my child who is in year 3, 4, 5 or 6 to leave the premises alone

Signed .....date.....

