



Shotton Hall Primary and Pre-school
Working together to
SHINE
Successful, Happy, Inspired and Nurtured
towards **Excellence**



14.9.20

Dear Parents and Carers

We are beginning week 3 of this term, things are going well here in school and I'd like to thank you all for co operating with our new ways of managing our school community. We continue to make small changes as we see fit to ensure everyone's safety. Children are settling in well and are enjoying being back with their friends and some routine. It has helped a lot that teachers know their children well from last year. Our class bubbles are working well as well as our staggered entry and exit, lunchtimes and break times.

HOME TIME COLLECTION: If you are collecting your child in year 3,4,5 or 6 by car and wish to wait in the car for them to come to you please contact our office and change the information on the contact sheet to 'leave the premises alone'. We will not release children on our list to be collected if the parent/carer is not on the Passfield Way concourse or the grassed area on Waveney Road. Thank you for standing back away from the steps on Passfield Way to allow children to see clearly if their parents/carers are there.

Please, when you have collected your child and are waiting for another child keep your collected children close by you. Allowing them to run around is putting us all at greater risk. This is particularly the case on the Passfield Way concourse and on the grassed area on Waveney Road entrance.

TALKING TO TEACHERS: Can parent and carers please make sure that you stand a 2m distance away from staff if talking to them. Most chat should be through class dojo as this is our new way of talking to teachers. Some teachers may be wearing masks or shields.

A reminder that one person only may be on site to collect a child or family. It is also expected that you leave the site promptly. Thank you.

MEETINGS WITH THE HEADTEACHER OR SENIOR STAFF: These meetings are held remotely or by phone as we currently do not have visitors into school, a minimum number of essential external services who are working with children are allowed in according to our risk assessment and hygiene protocol.

PARENT CONSULTATION: We will not be having parent consultation evening this term but will be available for a phone call should you wish to have one with the class teacher- these will be booked in advance, more about this later.

SCHOOL MEALS SERVICE: Please be aware that we need a minimum of **two week's notice** to change from hot meals to packed lunch and vice versa. This is because the food is ordered in advance.

PACKED LUNCH/SNACK: Please make sure grapes are cut at least in half for all pupils as these are a choking hazard.

TRAFFIC AND PARKING: Please be respectful and careful when parking or driving by to collect children. We ask that younger children are met at the entrance gate or steps and not asked to run to your car as this is too high a risk.

PE: I have to say that I'm delighted with the way parents have responded to make sure their children come to school in their PE kit on their PE day. This is helping us a lot and means we have much more time for PE than before. Thanks again.

CONTACT: We are here to support you and are happy to have a phone call conversation if needed however please discuss most things with the class teacher first through class dojo. Please ask for Mrs Bowmaker (Deputy head teacher) or Mr Morgan (parent liaison). All conversations are recorded on our safeguarding system and shared with the headteacher.

Regards

Anita Boyd
Headteacher

