



22<sup>nd</sup> May 2020

Dear Parents,

If you are receiving this email, you have completed the survey requesting a place or your child has been attending school in the Key Worker group. There are some parents who have emailed to change what they indicated on the survey, with a view to 'see how it goes' for now. I have included all parents, so that you can see the procedures from 1<sup>st</sup> June. It is possible that next week we may find out that we need to wait another 2 weeks before introducing pupils back into school. If this does happen, we will only be allowing Key Worker children in school and we will continue to run as we have done since March, with one group of Keyworker pupils all mixed age. If you have not been sending your child as a Key worker but you would need to send your child, please email me after the press release. I believe it will be 28<sup>th</sup> or maybe 31<sup>st</sup> May.

This letter explains our school procedures once we introduce further pupils from Nursery/Reception/Year 1/Year 6 into school which may be 1<sup>st</sup> June.

#### Drop off and collection

Parents are not allowed to enter the building, if you would like to mention something please either talk from a distance at the gate or ring the school office/email. Please only visit the main entrance and hatch or Miss Dunn's office hatch if you have to drop off a document, otherwise please call or email.

**Caterpillars:** Caterpillar's door as usual (8:30 to 8:45 – staggered start)

**Butterflies:** The gate leading to the Butterflies play area is the new temporary drop off and collection point (near Chastleton Doctors.) Please stand at a distance up the path. Opening time 8:30 to 8:45 to encourage a staggering at drop off time.

**Reception pupils:** Reception pupils are to be dropped off at the gate near the ship as usual. Please do not allow your child to play on the ship.

**Mrs Simpson and Mr Irwin's group** are to be dropped off at the Lower Hall doors next to Miss Dunn's office.

**Year 1:** pupils are to be dropped off and collected from the steps leading to the corridor opposite the Year 1 classrooms.

**Year 2/3/4/5:** pupils are to enter via the Main Entrance.

**Year 6:** pupils are to enter at the Y6 door at the end of the corridor.

**KS2 pupils** – Pupils are not allowed to arrive early and play on the field. Please arrive between 8:45 and 9 and come straight into school at your designated entrance.

Times for all other age groups are 8:45 to 9am staggered start. KS1 will finish at 3:15, and so will pupils from Y2/3/4/5. Y6 will finish at 3:20 - this is to stagger the pupils up the Black Path and Main Gate.

KS2 pupils will be walked up to the top of Black Path or Main Gate. KS1 pupils will need to be collected from the gate that they dropped off.

#### Lunches

If you have selected a school lunch, there is a menu attached to this email. Please complete the order form and email the school: [framwellgate.primary@durhamlearning.net](mailto:framwellgate.primary@durhamlearning.net)

We are aiming to keep the children in their own group with the same members of staff all of the time. They will not see any other children other than those in their group. They will eat in the classrooms and have playtimes at different times. Play equipment will be specific for their group and no one else will use it.

Pupils will be asked to wash their hand on arrival and regularly throughout the day.

Staff have the right to use PPE equipment and will only use masks if they are changing/dealing with an injury or suspect a pupil is very hot or unwell.





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Forever Making Pupils Shine

If we do need to send a child home and suspect that the illness may be linked to the COVID-19 virus, all parents in the group will be contacted immediately and the children will be required to stay at home. Either for the full quarantine or until a test has been carried out.

We must have a contact number that we can contact you on immediately please. If this number is different than normal, please email the school with it.

### Keystage 1 and 2 pupils

Pupils will work on English and Maths every morning and be closely linked to the Daily Tasks that are being set for those pupils not attending school.

Work will be completed online or on paper. Pupils will not be using exercise books at the moment but will have a folder to put their completed work.

### Clothing

It is advised that everyone wears completely fresh clothes each day including cardigans etc. Therefore, pupils do not need to be in uniform and they can be in leggings/joggers and trainers for now.

### Cleaning

There will be a cleaner cleaning all of the staff and children's toilets every lunch time. Teaching staff also have the facilities to wipe and clean in their class. Certain toys will be used and cleaned and organised rotationally.

### Discussions with children – KS1/2

The children will have the opportunity to chat about their COVID experiences and express how they feel about it. They will also discuss the rules and why they need to follow these rules to be safe.

### Breakfast Club

We would rather not provide Breakfast Club, as we are concerned that the children from different groups will cross contaminate. However, if you feel that you have no other alternative, I will try to organise a member of staff from your child's group to look after your child in the class before 8:45am. Please email me if you have no other alternative.

### Dragonflies

There is no Dragonflies after school club provided at this time.

In summary, please contact the school via email for the following:

- Change of contact number if required
- Submit your lunch order for the 1<sup>st</sup> week and continue doing this each week – ideally the Thursday before
- Book Breakfast Club - £4 per day
- If there is a change in circumstances and you no longer require a place at this time.

Please note, that it is possible to request that your child joins later in the term. Please email me at that time to discuss.

Thank you for your ongoing support.

Yours sincerely  
Mrs B Smith  
Head Teacher

