

Grove Primary School

Learn Together.....Grow Individually

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Framfield Road

Executive Head: Rae Aldous BA (Hons) MA, PGCE, PQH

Wednesday 9th September 2020

Dear Parent/Carer,

Welcome back to School 2020! It has been lovely to see you all and to have the children back in school. We have missed them all so much. School without them is just not the same. Welcome also to new staff members who have joined us this year. At Grove, welcome to Miss Spry (we have 2 now!), Mr Rough and Mr Sandell. We also welcome Miss Lynes back at Grove.

Firstly, thank you all for your tremendous support during Lock Down. Your lovely feedback has been very well received and we are truly grateful to you all for being so responsive and accepting in these challenging times.

Secondly, thank you all for your supporting our return to school procedures, in particular with wearing the face mask on school site and dropping off at the agreed times. This letter includes reminders of those times and instructions for drop off and pick up.

COVID INFORMATION

A reminder that Frequently Asked Questions and the Risk Assessment for the school can be found on the school website: -https://www.groveprimaryschool.org/covid-19/

SCHOOL OFFICE ACCESS

We are hoping to open the office in the very near future. We will write to you with the details for this in the next couple of weeks. In the meantime, please contact the school office via phone or email: office@groveprimaryschool.org and 01502 538527

If you need to contact your child's teacher, please either phone or contact them via the office email.

GOOGLE CLASSROOM/HOME WORK/HOME LEARNING

Both schools will be moving to using Google Classroom. Information on how this works will be sent home with your child. There will be work set to complete on Google Classroom. If you cannot access a phone, tablet, laptop etc, please let your class teacher know and paper copies will be arranged.

We will be using this platform to set homework and to set work if there is any further Lock Down situation or if your child has to isolate.

SCHOOL CLUBS

Breakfast Club will open from 21st September 2020. The cost is £2 and places will be limited to **16** children each day. Please book with the school office.

After School Sports Clubs only will resume from 14th September. Information will be coming out via ParentMail this week.

Home School Agreements/COVID Home School Agreement

Thank you to those of you who have returned the two home school agreements: the normal one and the COVID one. The office will be contacting you to request the completion of these documents.

UPDATE YOUR PERSONAL DETAILS.

Please ensure we have your most recent contact numbers and an email address for you. A form will be sent to you to complete to update your child's details. Please ensure it is returned to the office or via ParentMail.

PARENTMAIL

Please ensure that you are signed up to parent mail and it is working. This is the main way we will communicate with you so it is vital that you have this working. There is an app that can be used on mobiles phones, tablets, laptops etc. Payment for dinners, breakfast club and school trips/events will only be accepted via ParentMail

SOCIAL DISTANCING

Please can we ask that you adhere to the government advice of 2meters social distance in and around the school site as well as on the roads and pavements outside the gate. We also ask that you ensure that you are not meeting in groups larger than 6 and leave the school site and school vicinity as soon as possible.

CASHLESS SCHOOLS

We will not be handling cash in school. All dinners and Breakfast club or school events other future payments will be made via ParentMail.

Older Children Walking To/From School

We strongly recommend that children of all ages are walked to and from school to ensure Covid safe practices can be maintained. If you wish your child to walk to and from school and they are in one of the older year groups, you will need to complete a form which can be obtained from the school office.

Events/Visits/Visitors

At present we are unable to offer trips or visitors to school. We are looking into having virtual visits and visitors and will be in touch with further news.

DIARY DATES

Virtual Zoom sessions for parents' evenings Monday 19th and Wednesday 21st October. (Details to follow)

October Half Term Monday 26th October to Friday 30th October.

PD Day Monday 2nd November. Pupils back to school Tuesday 3rd November 2020.

Welcome Back Zoom Session/Letters

You will be receiving a zoom log in session so you are able to join a Welcome to Key Stage meeting with the Key Stage Lead (EYFS, Key Stage 1, Lower Key Stage 2, Upper Key Stage 2)

In addition, Key Stage Leaders will be writing to you along with class teachers welcoming you back to school.

DROP OFF and PICK UP - MASKS/FACE COVERINGS TO BE WORN ON SCHOOL SITE

8.30am = Surnames A-J

8.45am = Surnames K-Z

3.10pm = Surnames A-J

3.20pm= Surnames K-Z

4pm = Year 5 and Year 6 on Monday, Wednesday and Thursday

Main Gate = Nursery, Reception, Year 1 and Year 2

Follow One Way System round back of school = Reception, Year 1 and Year 2

Gazebo Playground Gate = Year 3, Year 4, Year 5, Year 6

At the end of the day, please wait behind the wiggly line.

Flowchart – Pupil, Staff or Family Member displaying COVID 19 Symptoms or testing positive for COVID 19

The flowchart below indicates the procedures the school will ask you to take if your child, you, a family member or a staff member present with COVID symptoms. We will need to see evidence of a negative test result before the child can return to school. If you are unable to book a test or receive a home test. Please contact the school. If you receive a positive test outcome, immediately contact the school.

Pupil or member of staff display symptoms of COVID 19

Isolate and send pupil or member of staff home and advise to self isolate for 10 days and arrange for a test - this can be done online via nhs.uk/coronavirus (children under 5 - call NHS 111

Fellow household members should self isolate for 14 daysall staff and students who are attending an education setting will have access to a test and should be encouraged to get tested

Clean and disinfect rooms being used

School to inform Active Learning Trustso that they can record cases across the Trust including any reference to Public Health England at this stage

Test is negative - pupil or staff member can return to school once well - no fever for 48 hours

Pupil or member of staff testing positive for COVID 19

Ensure pupil / staff member isolates at home for 10 days from date of onset of symptoms and until no fever for 48 hours

Contact Public Health England - East of England office on 0300 303 8537 Option 1 to notify single case, they will complete a risk assessment (see PHE Action Card)

Obtain call reference and email a summary of guidance given by PHE to Active Learning Trust

Public Health England will determine if any contacts in the setting need to isolate at home for 14 days. It is not expected that their wider household will need to isolate

If appropriate Public Health England will provide template letters to schools to send out:

to contacts required to isolate for 14 days to pupils and staff, advising on symptoms and how get tested if symptomatic

Clean and disinfect rooms being used

If further suspected or confirmed cases occur notify Public Health England. The affected pupils / staff will need to go home and isolate for 10 days from the onset of symptoms (the rest of the household need to isolate for 14 days)

Family group member (of staff or pupil) display symptoms of COVID 19

Request they self isolate and get a test - this can be done online via nhs.uk/coronavirus (children under 5 - call NHS 111

Fellow household members should self isolate for 14 daysall staff and students who are attending an education setting will have access to a test and should be encouraged to get tested

Family group member (of staff or pupil) testing positive for COVID 19

Contact Public Health England - East of England office for guidance on 0300 303 8537

Option 1 takes you to the East call centre

Obtain call reference and email a summary of guidance given by PHE to Active Learning Trust

Please do not hesitate to contact the school office for any further information. We look forward to a successful term.

Thank you for your continued support.

Kind Regards

Mrs R. Aldous

R. Aldery

Executive Head teacher