



The Common
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Thursday 25th February 2021

Dear Parent/Carer,

Following the release of 'Government guidance for full opening - schools' on 22.2.21, we have been busy considering our preparations for a full opening on March 8th so we can welcome all of our children back to school.

We would like to share our proposals with you, whilst bearing in mind that our plans are subject to change as the national picture may change. As we welcome our children back to school, we are mindful that over the last few months, each family will have had different learning experiences and different family circumstances.

It is essential our children have a calm and settled return to school, therefore teachers will be delivering a 'recovery curriculum' alongside the curriculum already planned for this half-term.

This may look like we are going at a slower pace than usual but we feel the children's well-being and mental health must be our priority. The recovery curriculum will help the children settle and re-familiarise themselves with school routines and, most importantly, rebuild relationships with their peers and members of staff.

Teachers will focus on identifying which children may benefit from extra nurture support and also which children will need specific academic support in the weeks and terms to come.

Uniform:

We will return to regular uniform on March 8th. Hair must be tied back if it is long enough to do so. Please do not send your child to school wearing jewellery or a watch.

Masks:

In line with government guidance, all adults will wear masks when moving around the site and in areas where they cannot maintain social distance. Parents and visitors to the site will be required to wear masks. Children are not required to wear masks at any point in the day.

Start/end of the day:

There may well be a few more worries than usual as children return after another long break away from school. In September, we ensured that there were plenty of staff available at the

start and end of each day to help ensure a smooth transition from home to school. This will be the same on March 8th and throughout the first week back.

We will continue with a staggered start and end to the day to minimise the amount of people moving through site entrances at any one time. We have had to make some changes to our timings as the Government require no reduction to actual lesson times. **Please make yourself aware of the table below** with the times for your child. With this in mind, we ask that only one parent accompanies your child to school and that you wear a mask whilst on site. It is anticipated that a parent who has children in different year groups will pick a time at the end of one slot and beginning of another, so that they are not waiting for an unnecessarily long amount of time.

When walking along the paths, please keep to the left at all times.

Lessons will start promptly 5 minutes after the allotted time for your child's year group to enter the site.

Year group	Start of day	End of day
Reception	8.45-9.00	3.15-3.25
Y6, Y4, Y2	8.30-8.45	3.00-3.15
Y1, Y5, Y3,	8.45-9.00	3.15-3.25

Which entrance to use?

Reception: Please use the Doctor's entrance. If you have an older child with you, they can then walk by themselves, along the path by the year 1 classrooms and into school.

Y1, Y2, Y3: Long Lane entrance. Please say goodbye to your child at the gates. Again, if you have older children in Y4, Y5 or Y6 with you, they can walk across the lower school playground by themselves and into school. Y1 children will come into class through the normal cloakroom door by the library. Y2 Whales will come in via the normal year 2 cloakroom door and Dolphins straight into their own cloakroom. Y3 will come in via the normal year 3 cloakroom door.

Y4, Y5, Y6: Main entrance and Birchfield Lane entrance. Please say goodbye to your child at these gates. The children will walk onto the school site and straight into school. If you have younger children with you, please walk around the outside of the school site and enter school through the appropriate gate. Y4 Meerkats will come in via the year 3 cloakroom door. Y4 Lions will come in through their outside door straight into the classroom and Y4 Giraffes will come in via the PE changing rooms corridor and through the hall. Y5 will come into school via their classroom outside doors and Y6 will come in through the normal year 6 cloakroom door.

A member of staff will be available at each of the entrances onto our site at the start and end of the day but please do not engage them in conversation. Any concerns or information should continue to be relayed via telephone or email to the office.

End of the day:

Please come onto the school site, maintaining social distancing.

Year group	Where to wait for your child
R	Please wait outside the main exit door of your child's classroom
1	For both classes, please wait on the LS playground. Staff will look out for you and send out your child to you.
2	Whales: Please wait on the LS playground near the window that looks out from the classroom to the playground. Dolphins: Please wait on the LS playground opposite the module.
3	For both classes, please wait by the Reflective Garden and on the grass adjacent to the garden, outside your child's classroom.
4	Meerkats: Please wait by the exit door of the classroom. Lions: Please wait under the trees by the exit door of the classroom. Giraffes: Please wait on the grass near to the Y3 main entrance. A member of staff will be there and will collect your child for you. Your child will come out of school, through the hall door.
5	Penguins: Please wait on the grassy area adjacent to the y3 path, near to the fire exit door of the class. Polar Bears: Please wait at the front of the school on the grassy area by the class fire exit door.
6	For both classes, please wait on the upper school playground.

Absence:

If your child is going to be absent for any reason or late into school, please ring the school on 570326 and press option 1 for our 24hr pupil absence line, following the usual procedure.

Classroom organisation:

The cloakrooms will still be in use. From here, the children will then walk straight to their classrooms. For years 4-6, the tables in the classrooms will be set out in forward facing rows, following Government guidance. We would like the children from Y1 to Y6 to continue to bring in their own pencil cases. The pencil case needs to be small, and ideally transparent so the children can see what is inside. Please keep equipment to a minimum and ensure it is fully labelled. The children will need: a small glue stick, a rubber, two HB pencils, a sharpener and a small pack of pencil crayons ONLY. Please do not include gel pens or felt tip pens. For Y3-6, the children will also need a blue handwriting pen. Not biro or gel pen. Berol handwriting pens or Stabilo easy handwriting pens are ideal. School will provide rulers and scissors, which can be easily cleaned. The children will be able to use book bags. These will be organised by the teaching staff. The children will also be able to visit the school libraries with their class. The contents of your child's school bag must be kept to a minimum.

PE/Forest Schools:

The changing rooms will not be available. Therefore, on the days your child does PE, we are asking them to come to school wearing their PE kit and they will stay in their kit all day. PE

lessons will take place outside unless the weather is very inclement. Your child will need to wear appropriate layers to ensure they stay warm. If your child is taking part in Forest School, we will send you a message to let you know. Your child will also need to wear their Forest School clothes with the exception of wellies, which can be kept in school for this activity and wet weather as usual. Please ensure the wellies are labelled.

Extended schools:

If you have previously used extended schools provision, but your circumstances have now changed, please inform the school as this will determine our staffing for this provision. It will be held in the Upper School hall. At Breakfast Club, breakfast will be provided. There will be a fruit bowl available for children attending After School Club, but please send an extra snack if you feel your child will need it.

Assemblies and performances:

Unfortunately, owing to Government guidance, we will not be able to hold any Learning Cafes or class assemblies this half term. However, we are hoping that we will be able to resume these later in the year.

Parents evening:

We will be holding our parents evenings early in the first week of the Summer term on the 13th, 14th and 15th April. We feel it is important to meet you early on in the term to discuss how well your child has settled back, any well-being concerns, any gaps in their learning that may have arisen over the past few months and the report sent out in January. We will send out further information about how this will be organised soon.

Computers

If you have been in receipt of a Government laptop for remote learning, please return it to school during the first week back. This does not include any laptops obtained through the Local Authority hardship fund (Norfolk Assistance Scheme). If your child needs to isolate for any reason in the future, we will ensure you again have access to technology.

I would like to take this opportunity to thank you once again for your continued support in what has been a very challenging few months for us all. We are all looking forward to welcoming our children back into the school community on March 8th.

Your Sincerely,
Bev Theobald
Head Teacher