

4<sup>th</sup> September 2020

Dear parents and carers

I hope you have all enjoyed the summer holiday and are now ready for your child(ren) to return to school. Our staff team is looking forward to welcoming all of our pupils back on Monday 7<sup>th</sup> September to enjoy learning in school, alongside their friends, again.

Information to support the return to school was sent out in July. This is available on our website on the School Reopening Information tab, along with lots of supporting resources. Please reread this, (especially the Question and Answer document, which has been updated to reflect current guidance) to ensure you and your child(ren) know how to prepare and what to expect so everyone feels happy and confident about returning to school. The government has also published guidance for parents and carers: [www.gov.uk/backtoschool](http://www.gov.uk/backtoschool).

Please ensure you are aware of the start and end times for your child, plus the entry/exit point (these vary for each class). Also, if you have more than one child at Branfil, please make sure that the older sibling(s) know which hall they will wait in, when they enter school with their younger sibling, until they go into their classroom. I respectfully urge you to maintain a 2m social distance when travelling to and from school – our staff team need your help to keep the pupils, and themselves, safe.

To clarify the situation regarding face masks - children will not wear face masks in school, other than in exceptional circumstances. If a face mask is worn when travelling to school, this must be taken home by the parent/carer or put into a sealed sandwich bag prior to entry and stored in the child's bag until leaving the premises. Staff members will wear face masks in corridors and communal areas, unless they are exempt from doing so (as in government guidance).

We ask you to bear with us over the first few days as we all get used to the new arrangements. We are aiming to make the beginning and end of the day as smooth as possible for you and your children. Our plans may need refining to ensure they work as efficiently as possible – it is a challenge to get 600 children in and out of school safely in reasonable time! I feel sure that we will all adapt quickly to the 'new normal' and we will continue to keep the arrangements under review as we move forward, so any feedback will be welcome.

I would like to remind you that parents and carers are not allowed on the school premises at the current time, unless there is a pre-arranged appointment. Due to the fact that parents/carers will not be able to talk to staff when dropping off and picking up their children, parents/carers are asked to email to the year group email address if they want to get a message to class teachers (please put class name and pupil's initials in the subject bar):

- [Reception@branfil.havering.sch.uk](mailto:Reception@branfil.havering.sch.uk)
- [Year1@branfil.havering.sch.uk](mailto:Year1@branfil.havering.sch.uk)
- [Year2@branfil.havering.sch.uk](mailto:Year2@branfil.havering.sch.uk) etc.

Emails will be monitored daily at 8am by class teachers. Urgent communication after this time must be through the school office. Teachers will usually respond to emails through a telephone call during working hours; staff will aim to respond to all emails within 48 hours.

At the end of each day, class teachers will make telephone calls to provide relevant information about a pupil's day, where necessary. Where contact is not possible, an email will be sent from the year group email.

Attached is a form that we need you to complete and return to your year group email address by Monday 7<sup>th</sup> September please. This information will support us to keep your child safe and help our delivery of distance learning were your child to have to self-isolate or in the case of a local lockdown.

We look forward to seeing you and your children again on Monday.

Yours sincerely

Mrs Sansom

Headteacher

**Please complete and return this form to your child's year group email by Monday 7<sup>th</sup> September.**

Child's Name:

Class:

### Remote Learning

In order to improve our home learning provision in the event of a lockdown or a child being unable to attend school due to needing to isolate, we will be introducing Google Classroom to all children in years 1-6 this term. Google Classroom is an online platform that will enable teachers to set work, and children to submit work, remotely using a PC/laptop/tablet that has access to Google Chrome or Google Apps. We will be sending out additional information about Google Classroom to all parents and carers in the first two weeks of school and our aim is for all children to have accessed it from home by the end of September. In order for us to understand which families may have difficulty accessing Google Classroom at home, please answer the following question:

Does your child(ren) have access to one or more devices at home which can access Google Chrome or Google Apps? These include PCs/Laptops/Tablets.

Please highlight as appropriate:

Yes

No

### Home School Agreement

If my child has any of the following symptoms, I will not send them to school:

- a high temperature – this means they feel hot to touch on their chest or back (you do not need to measure their temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- a loss or change to sense of smell or taste – this means they have noticed they cannot smell or taste anything, or things smell or taste different to normal.

I will ensure he/she self-isolates for at least 10 days and I will arrange for them to have a Coronavirus (COVID-19) test as soon as possible: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Other members of the household (including any siblings) will self-isolate for 14 days from when my child first had symptoms, unless testing shows a negative result.

I will inform the school of the outcome of the test and follow the medical advice given, if relevant. Where my child tests negative, he/she will return to school and other household members will end their self-isolation.

Name of parent/carer:

Relationship to child:

Date: