

Garden Fields J.M.I School

Townsend Drive
St. Albans
Herts
AL3 5RL
Telephone 01727 890440



Headteacher : Mr A. Farrugia

- ◆ E-mail : admin@gardenfields.herts.sch.uk
- ◆ Website : www.gardenfields.herts.sch.uk

5th January 2021

Dear Keyworker Parent,

Thank you for completing the survey issued last night. We have accommodated all those who have requested places and this afternoon we finalised our staff rotas based upon our numbers. We are ready to receive children starting from tomorrow.

We are very pleased to support keyworkers during this national crisis in order to maintain essential services. We know that as schools we have an important role to play in this.

If you do not absolutely need your child at school then please don't send them into school. Ultimately, schools have been closed down to the general community due to the dangers of Covid -19 and the danger of infections rising significantly if we remain fully open.

We will be opening with the measures explained in my email that I sent out yesterday when we thought schools were opening this week but some of the timings have changed.

We are still working on the finer detail but the main points to note are below. We will update as necessary.

Arrival and departure

Instead of the staggered start for different house groups, all children in **Years 1 to 6** will be welcome to come into school during our usual soft start period of **8.40 – 8.50 p.m.** For **reception** children the soft start period will be from **8.50 – 9.00 a.m.** Please continue to come in via Townsend Drive only. Our one-way system will remain in place in the way described in yesterday's email. The school day will end for all at **3.15 p.m.**

All classes will come in via the same entrances and exit areas as last term with the exception of Y6 children who will come in via the pathway at the side of our Year 5 classrooms. There will be staff ready to greet the children and show them to their classrooms. We have allocated classrooms for each year group and the children will remain in their year group bubbles, with the exception of the very few Y6 children who are coming in - they will work with Year 5, albeit working on the Y6 curriculum. We would still like children to come into school in their PE kits on the days specified in yesterday's letter and with the equipment specified also.

Snack & Milk

Please can we ask that your child brings in a snack for morning break-time. Deliveries for milk and the EYFS/KS1 fruit/vegetable scheme have ceased. We are exploring options and will do what we can to provide a piece of fruit/vegetable for your child however feel it prudent that children bring in their own snack in-case this is not possible. The kitchen will not be operating the KS2 snack scheme. Whilst our preference, snacks do not need to be fruit/vegetables but please no items which contain nuts, chocolate or sweets.

As always, children should bring a named water bottle with them daily.

Uniform

On non-PE days children will need to be in uniform when in school and can bring in a warm fleece to wear over their uniform as classrooms will be well ventilated. Please ensure that your child has a coat with them for outside play.

We are aware that some year groups have split PE days depending on the class. We will clarify the days fully tomorrow. In the meantime children in Years 3 & 4 should come to school in their PE kit tomorrow (Wednesday 6th January) and children in Years 1 & 2 should come to school in their PE kit on Thursday 7th January.

Lunch-time

We would ask for the moment, where possible, that you provide your child with a packed lunch for school. The options for a school prepared packed lunch tomorrow (Wednesday 6th January) will be cheese or ham roll. We will communicate the proposed menu once we have spoken with Mrs Keen our Manager Cook.

Medication

If your child requires medication in school for a medical condition e.g. asthma, EPIPEN and the medication is in school then you do not need to do anything further.

If your child has new medication to take then please bring it in via the school office. You will need to complete a form. Please refer to the school website – Parent Tab – Medicine for more information. Any medicine brought in to school will be returned to you daily. Please remember to drop it off with a member of staff each day.

Attendance and Contact

As with our staff, we suspect that many of you will be unclear as to your working pattern over the coming weeks. Our office staff will also be working on a rota so please either email or call us when you know the days that your child will be in – this will aid us hugely with planning.

If your child is unwell then please ring the absence line as you would normally. If your circumstances change and you are required to self-isolate then please just say in your message and we will mark our records accordingly. You do not need to then contact us again until you know when your child will return.

It is absolutely essential that we have clear contact details for your child in the event that they become unwell. As key workers yourselves you may not always be available to take a call. Please ensure we have the details of sufficient contacts on file. Thank you.

Please keep communicating with us – email to admin@gardenfields.herts.sch.uk (and the HUB if appropriate). We want to support you.

Yours sincerely,

Mr Farrugia