



**4<sup>th</sup> January 2020**

Dear Parents,

In the last few days I have been corresponding with my team over ways that we can further improve our systems and also check staff availability for the return of our children tomorrow.

We face a very different challenge to the return we had back in September as the new strain of the virus appears to be much more infectious and rates locally have escalated considerably. We know also of cases in our own school community both in the last week of term and over the Christmas period.

As such we have reluctantly had to make some changes which are not ideal but will help us in making the school safer in the challenging days ahead. These are as follows:

- 1) There will be **staggered drop off and pick up times** but we have decided to do this by house group so that siblings can be dropped off and picked up together more easily.

These times will be as follows:

**For drop off**

8.40 a.m. Batchwood  
8.45 a.m. Harpenden  
8.50 a.m. Townsend  
8.55 a.m. Waverley

**For collection**

3.00 p.m. Batchwood  
3.05 p.m. Harpenden  
3.10 p.m. Townsend  
3.15 p.m. Waverley

We aim in doing this to ensure that everyone can enter and leave the grounds in a more staggered way and therefore alleviate congestion. In order to help with this, please do not turn up early or late for your timeslots as this will add to congestion. If possible we would ask that only one adult brings or collects their child. We ask that all adults wear a face mask (or display an exemption badge) and remain socially distanced when on the school site. Please also try not to block pathways and move promptly on and off the site. If your child is dropped off or collected by a child minder then please inform them of the new arrangements. Thank you.

**2) Return to Packed Lunches**

Unfortunately we have very few MSAs available to work for the time-being. Therefore our children will be going back to eating in their classrooms. We therefore request that going forward you

provide your child with a packed lunch. Our school kitchen does have a supply of rolls should you require your child to have a school made packed lunch - if this is the case then please make sure that your child understands that when the teacher calls the dinner register in the morning that they request a school packed lunch.

### 3) PE Kits / Warm Clothing

We are eliminating locker usage because it causes some children to cross over in corridors – potentially with other bubbles. We are therefore requesting that children come in PE kit on their PE days. This does mean long jogging bottoms/warm fleeces for this term and also of course a warm coat. We are opening lots of windows and doors to allow for ventilation as well, so as with before Christmas we recommend that children have warm fleeces to wear over their school uniform on non-PE days.

#### PE Days

	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS	PE - ALL				
Year 1				PE – ALL	
Year 2		Pine only		PE – ALL	Larch & Cedar only
Year 3			PE – ALL		PE - ALL
Year 4	PE - ALL		PE - ALL		
Year 5	Swallow & Moorhen only	PE – ALL			Kestrel only
Year 6		PE - ALL			PE – ALL

Please do not send in toys/cards with your children as these can also be a source of infection. Children from Year 1 up will need their pencil cases (to then be kept in school) but there should be little else coming in other than packed lunches, water bottles (named please) and any requested items such as reading books / homework diary. Please refer to blogs for any specific year group messages.

### 4) Temperature Tests

We have ordered extra thermometers and once children have arrived in class we will be measuring their temperature. Please err on the side of caution and keep children off who are ill during this pandemic.

### 5) One Way System / Cars

I have been happy to allow parents in the mornings to go via the driveway and down the steps to the drop off zone. I am happy with the way that this is working in the mornings - provided parents use the pathway to the left.

However, after school there are issues with lots of parents and children negotiating the traffic in the drop-off zone. I know that it is an inconvenience but using the field and walking around if you live/have a car on Townsend Drive is far safer and I would request that you do this - it allows parents to distance more easily and stops the danger to children of crossing traffic.

All staff/disabled user cars must be on site by 8.30 a.m. in the morning and leave from 3.30 pm in the afternoon (it was 3.25 p.m. before Christmas but I found that there was still a number of parents and children leaving at that time).

#### **6) Extra Curricular Clubs**

We will review our club provision later this week.

#### **7) The Hub**

We are very short staffed in the Hub currently. If anyone is able to withdraw their child for the time-being then it would be appreciated. The normal notice period will not be required. Please email Mrs Howe at [thehub@gardenfields.herts.sch.uk](mailto:thehub@gardenfields.herts.sch.uk) if you are able to withdraw your child for the moment. You will not lose your place. Currently we will be only serving toast for breakfast.

Please also have contingency plans in place in case we need to close the Hub at any point going forward.

I do hope that over this year, with the development of the vaccination process, that we will get through this difficult period and over the course of the year remove a lot of these measures. We will continue to review our arrangements to check that they are working and are proportionate to the level of risk. In school we have again reviewed our cleaning, distancing and other procedures and risk assessments, to ensure that we can make the school as reasonably safe as we can for everybody.

We know that some of you will have particular circumstances that will make the return to school difficult for you. We will deal with these sympathetically and on an individual basis.

We look forward to welcoming many of you back tomorrow.

With kind regards,

Mr Farrugia