



Miss Angela Wells  
Head Teacher

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Your Ref:

Our Ref: AW

Date: 11<sup>th</sup> August 2020

Dear Parents/Carers,

I hope you and your families are safe and well.

Myself and all the team at Gourdon are very much looking forward to welcoming all our pupils tomorrow for the start of the new term.

Attached with this email are:

1. Full Risk Assessment for our school which will also be posted onto the school website for your reference. Could I please ask that the Risk Assessment is shared with other adults whom may be collecting or dropping of your child(ren) to school, for example child minders or other family members.

The Risk Assessment details everything in place at our school to ensure the safety of pupils, staff and families. If you could please share some of the highlighted details below with your child(ren) before they start tomorrow.

2. School menu for this week and next week attached which can be accessed via the iPayment school meals website.

School day routine:

- All pupils will be supported continually with personal hygiene protocols in place.
- Staff will use and wear PPE during lunchtime, close working with pupils, when administering First Aid and at any point they feel they need too.
- All staff will socially distance themselves from each other and from pupils, with the exception of P1 pupils.
- Pupils should come to school each day in clean, washed clothing.
- All pupils/parents/carers do not to enter the school grounds (playground) before 09:00. The main entrance door and the infant door will be open and manned by staff from 09:00 and 09:15 each morning to allow pupils only to enter the building in time for school to start at 09:15. Pupils do not line up at the start of the day. P1 pupils enter their classroom via the infant door. P2 to P7 pupils enter at the main reception door. No adults to enter the school and there is no face to face interactions with parents and staff. A parent should always only enter the school grounds to drop off or pick up their child(ren) and follow 2m social distancing. Parent/carer can still of course pass on information via phone or email to the school. Only one adult per family group in the playground where possible.

- Any pupils who are late in the morning should go to the main entrance door and staff will ensure they are taken to their classroom.
- Any pupils who forget their packed lunch will have to order and pay (P4 to P7) for a school lunch. No items can be dropped off at school.
- No toys or personal items are to be brought to school. This includes footballs, bikes, scooters etc and stationery. School bags can be brought to school and will remain in cloakroom areas. For younger pupils and especially those starting school, comforters may be negotiated if kept in school bag or trays.
- Stationery packs available for each pupil and stored in named trays in the classroom area.
- P1 and P6/7 pupils will have break at 10:30 to 10:45 - P2/3 and P4/5 will have break at 10:45 to 11:00.
- The trim trail will not be in use and there will not be playground equipment or toys used at break or lunchtime. Instead, staff and older Play Leader trained pupils will support with alternative games to play.
- P1 and P2/3 will have lunch at 12:30 to 13:00. P4/5 and P6/7 will have lunch at 13:00 to 13:30. Pupils can go home for lunch between 12:30 and return to school no earlier than 13:30, however it would be helpful if pupils could refrain from leaving the building during the day. School lunches are available as a reduced menu for this week and next week. A new menu will start on Monday 31<sup>st</sup> August. School lunches are still free for P1 to P3 pupils. All food will be served in the dining hall on trays and cutlery handed to the pupils. Staff will discuss lunches with their classes to highlight that pupils will not be forced to eat foods they really do not like.
- Pupils will be dismissed from school at 15:30. P1 from the infant door and P2 to P7 from the main entrance door. Adults should not stay in the school grounds for longer than necessary and leave with their child(ren) straight away. Older children walking home themselves should leave the school grounds also.

I appreciate that for some pupils the changes to the school routine may seem strange but please be assured that all staff will support and guide pupils to ensure that they have the best school experience as possible.

If you require any further information please do not hesitate to contact the school.

Kindest regards,

*A Wells*

Miss Angela Wells  
Head Teacher