



Greenway Primary  
& Nursery School



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Head Teacher: Katharine Ellwood

Friday 22 May 2020

Dear Parents/Carers

### Return to School Information Guide

As we promised in our letter yesterday, we have finalised an Information Guide that you may find useful for when your child returns to school which we are sending with this letter.

Parents of all children eligible to return on 1 June or thereabouts will already have been sent details of the bubble to which their child has been allocated separately. If you have advised us that you do not wish your child to return to school; you are undecided as to what to do; or you have not been in contact with us with your decision you will not have received a list. Inevitably if you decide that you now wish your child to return when school opens please do get in touch with us via [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk) as soon as possible.

We know that the Information Guide is a very long document but trust that in being so detailed we are reassuring you about the extent to which we are applying the guidelines that will make sure that all members of the school community remain safe. It goes without saying that it is vitally important for the safety of everyone that we all adhere to the arrangements that we have put in place to the best of our abilities. Although it might seem quite daunting now, we are confident that within a very short space of time we will all get the hang of these new routines and they will quickly become the new normal.

We do not propose to repeat what is in the Information Guide within this letter but wish to highlight a few key things:

1. We understand that you and your child may well be worried about the return to school and particularly in the first few days. If you have real concerns that your child will struggle to leave you at the school gate quickly, do get in touch with us via [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk) so that we may help plan specifically for this. Whilst it is half term next week, staff will be working throughout to support a possible return to school so will be available should this sort of planning be required.
2. Please remember that the only entrance to Greenway will be **via Crossways**. We appreciate that this will add to the journey time for some families, but we are sure you understand the reasons for this (Information Guide).
3. We will need names and telephone numbers of two people who will be available to collect your child should he/she fall ill at school **IF** you are unavailable. Please provide us with this information prior to 1 June via email [admin@greenway.herts.sch.uk](mailto:admin@greenway.herts.sch.uk) using the attached form.
4. We are very aware that some family's financial circumstances have rapidly changed during this crisis. We would therefore like to remind you that you can go to [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) which will allow you to find out more information about free school meals and if you are eligible. Please do ask if you at all unsure.

5. During half term we will be writing to your children separately welcoming them back to school. Again, we hope that this will help to ease any anxiety or uncertainty that they may be feeling and help them to get excited about coming back to Greenway.

In terms of these arrangements, we are of the view that the children will settle best if they can prepare themselves by having some idea of how things will look and feel in advance. We would therefore ask that you discuss the contents of this Information Guide with your children over half term to help prepare them for a possible return to Greenway. We do understand that it will look and feel rather different to the Greenway that they left in March but the staff are excited to be welcoming the eligible year groups back and are hoping that the conditions are such that lockdown restrictions will be eased to enable further year groups to return to school later in June.

As soon as we are in a position to confirm that school will open on 1 June we will communicate this with you via text.

Do enjoy the half term with your children.

Regards

**Katharine Ellwood**  
Head Teacher

**Elizabeth O'Reilly**  
Chair of Governors

