



Greenway Primary
& Nursery School



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Head Teacher: Katharine Ellwood

Thursday 18 June 2020

Dear Parents/Carers

Updated Return to School Information Guide

As promised in yesterday's letter, we are now sending you an updated version of the Information Guide that tells you everything you need to know about the new school arrangements that will be in place from next week and applies to all year groups, including those in which children have already returned to school. This updated version can also be found on the school website. **For those parents of children who have been in school since 1 June you will still need to read this document as it gives details of the staggered start/ pick up times - these may be different to those which you have become accustomed over the last two or three weeks.**

We know that the Information Guide is a very long document but hope 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 stay safe in school. It also gives you details about everything you asked us about in the recent survey.

It goes without saying that it is critical 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 for those who are newly returning from Monday, we are confident that within a very short space of time these different routines will quickly become the new normal. We know that Nursery, Reception, Year 1 and Year 6 children have managed the new way of going to school brilliantly.

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

1. As stated above, the updated information (timings, locations, etc) apply to **all year groups** including those who returned from 1 June.
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.
3. We understand that if newly returning, you and your child may well be worried about coming back to school, 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 so that we may help plan specifically for this.
4. Do let us know if your emergency contact details have changed – as you know you have already provided us with the 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. If for whatever reason your emergency contact details have changed please provide us with updated emergency contact details *before Monday 22 June* via email admin@greenway.herts.sch.uk.

5. 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 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.

We are also sending with this letter a revised map showing where your child will be met at the start and end of the day.

We will be writing to those children returning to school for the first time since lockdown 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 new 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 the updated Information Guide with your children over the weekend to help prepare them for their return to Greenway. We hope that the video on the school website will be helpful for you all too.

You will already have been sent details about the 'bubble' to which your child/ren has been allocated. We thought that it would be just worth reminding you that we will be continuing to take an attendance register for all pupils. For clarification:

- We are aware of individual circumstances where some pupils are currently unable to return to school for medical reasons etc and we can complete the register accordingly.
- If your child is unable to come to school as a result of illness please do let us know that they will not be coming into school and the reasons for this in the normal way;
- We very much hope that all children who are able to do so will be attending school this term as we believe it vitally important that they all have a chance to see their teachers and friends in the school setting before the summer holidays. However, if you or your child are anxious about their returning please do contact us as soon as possible. We should stress that at the moment all absences are deemed as authorised.

We do understand that for new returners it will look and feel rather different to the Greenway that they left in March. However, as those children who are already back to school have found, Greenway remains a happy and safe place where they are learning and having a lot of fun with their friends.

Staff are very excited to finally be able to welcome everyone who is ready to return, back to school, next week and hope that before too long *all* our children will be in school.

Regards

Katharine Ellwood
Head Teacher

Elizabeth O'Reilly
Chair of Governors

