



**Water Hall Primary School**

Fern Grove, Bletchley  
Milton Keynes, MK2 3QF

Telephone; 01908 377833  
Fax: 01908 370251

Email: [office@waterhallprimary.co.uk](mailto:office@waterhallprimary.co.uk)

Registered charity no: 1061690  
Head Teacher: Miss Becky McGuire

1st September 2020

Dear Parents/ Carers

I cannot believe that September is here! I hope that you had a good summer and we are very much looking forward to welcoming all the children to school next Monday 7th September 2020. I know that it's been a long time since some of our children were at school last and we all just can't wait to see them again! The school doesn't sleep during the holidays and lots of work has been done by staff to ensure that classrooms are looking fresh and bright for the return!

I am pleased to also share with you that we are now part of Tove Learning Trust. This transfer happened on 1st September. I am extremely pleased to share this news with you as I know that Tove will support and guide us on our continued journey of improvement.

As I am sure you are aware, school is going to be a little different, to make sure that everyone is safe. **Please read this letter carefully** so that you are fully aware of what is happening and what will be expected of you and your child/ren.

### **Drop off and pick up**

In order to make sure that everyone is dropped off and picked up safely we will be using the car park entrance off Melfort Drive. We have just shy of 350 pupils who will be returning to school and using this entrance is going to be the safest. You may be aware that Melfort Drive is a dead end and therefore **NO CARS WILL BE ABLE TO DROP OFF OR PICK UP IN MELFORT DRIVE**. If you are driving to school then you must park in the car park outside of the front of school, and walk to the temporary school entrance. This is to ensure that everyone is kept safe and that the residents of Melfort Drive are still able to gain access to their premises.

There will be slight staggered starts and ends to the school day in order to clear the school site as quickly as possible.

**Reception and Key stage one** will start at 8:30 each day and will finish at 3:20 Monday - Thursday and 2:20 on a Friday.

**Years 3, 4, 5 and 6** will start at 8:40 each day and will finish at 3:30 Monday - Thursday and 2:30 on a Friday. Year 5 and 6 will be permitted to walk to and from school independently. If you would like your child/ren to walk to and from school independently then you must complete a permission slip. This new system will start on Tuesday 8th September. This allows for permission slips to come into school. Permission slips are available from the office this week.

**ALL ADULTS WHO ARE DROPPING OFF AND PICKING UP MUST WEAR A FACE MASK.**

Nursery sessions will be run as follows:

- Nursery 30 hour sessions will start at 8:30 and finish at 3:20 Monday - Thursday and 2:20 on a Friday.





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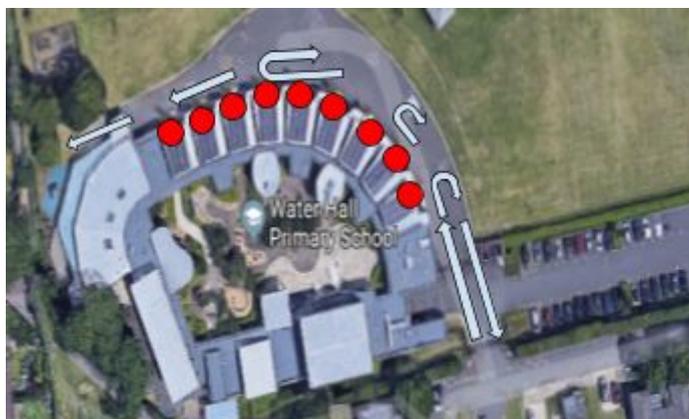
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- Nursery AM sessions will run from 8:30 - 11:45 Monday - Friday.
- Nursery PM sessions will run from 12:20 - 3:20 Monday to Thursday and 2:20 on a Friday.

Once on the school premises, you will be asked to follow our one way system, maintaining social distancing at all times. You will walk to your child's classroom where you will drop them off at the edge of the classroom covers. **YOU WILL NOT BE PERMITTED TO ENTER THE CLASSROOM AT ANY POINT.** Reception and KS1 parents will be asked to leave the school premises via the reception garden.

Children will then be asked to sanitise their hands before entering the classroom. You will then be asked to continue following the one way system out of the school grounds. See picture below:



### **Contact with teachers and messages.**

You will not be permitted to stop and talk to the teachers on the doors in the morning or at the end of the school day. This is to ensure safety for all, and must be adhered too. If you need to speak to members of staff then you must call or email the school office. The office will then pass your message onto the correct person. Please do remember that this is how everyone will be making contact with school staff. Staff will do everything to contact you at the earliest opportunity.

Your child will have a home communication book in which messages can be added to be passed on to staff.

### **No breakfast club**

We are currently unable to run breakfast club, however this will be continually reviewed and we will let you know when it is safe enough to open again.

### **Lunches**

Chartwells will be back in the kitchen and cooking hot food for the children. These meals, as always, need to be booked in advance the week before the children will be needing them. You will have all received several reminders at the end of term about making their choices. Mrs Jania from the school office has been in contact with most families about their choices. If you think you have not made lunch choices then please do get in contact with the school office.





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### Hygiene measures

Children will wash their hands on entry into the classroom, at regular periods throughout the school day, before eating, after eating, after coughing or sneezing and after going to the toilet. They will also wash their hands before leaving their classrooms at the end of the school day. Door handles and surfaces that are touched will be cleaned throughout the day and classrooms will be thoroughly cleaned at the end of each day. Toilets will be cleaned at the end of each day and in the middle of the day.

### Equipment

Children will need to be in school uniform and will need to bring their own water bottles from home. Children will need indoor shoes. **All children will need to have a book bag.** Children can bring back packs, however they will need to have a school book bag.

On the days in which the children will be having PE (you will be notified in September of the days) Children in Reception, Years 1, 2, 3 and 4 will be required to come into school dressed in their PE kit. This is only going to be whilst we are mitigating any risk of Coronavirus. Years 5 and 6 will be taking responsibility for their personal belongings and so they can change in school.

### Uniform.

Children must wear school uniform in school. Uniform guidelines are as follows:

- Grey or black trousers, smart shorts, skirts or pinafore dresses. Summer dresses can be worn during summer months.
- White or royal blue polo shirts.
- Royal blue sweatshirt.
- Indoor plimsolls.
- P.E. kit consisting of black shorts and a school PE t shirt.

As we are asking some children to attend school in their PE kits on their specified day, in colder weather, children can wear plain blue or black jogging bottoms. They must bring their PE shorts into school when jogging bottoms are worn.

Can I just remind you all that long hair needs to be tied back, and all hair accessories need to be functional not decorative. We ask for no outlandish hair styles to be had e.g. tram lines e.t.c.

No jewellery should be worn. Stud earrings only. A small functional watch may also be worn.

Uniform Shop will be open from Tuesday 1st September - Friday 4th September 10am-2pm for uniform purchases. **NO UNIFORM WILL BE SOLD ON MONDAY 7TH SEPTEMBER.**

### Attendance

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil





- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

It is in the best interest of the children that the routine of school becomes the norm again. We will be monitoring attendance closely from September.

If your child/ren is unwell then you **MUST** call into the school office on the first day of illness and every day in which they are off.

Please see below a table outlining different steps for different scenarios relating to Coronavirus:

What to do if...	Action needed to be taken by parents	Complete remote work set by teacher	Return to school when ...
...my child has coronavirus symptoms.	<ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Contact school daily</b></li> <li>● Self isolate whole family</li> <li>● Get a test as soon as possible</li> <li>● Inform school immediately of test result</li> </ul>	Not required, but may wish to if feeling well enough.	... test is negative
...my child tests positive for coronavirus.	<ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Contact school daily</b></li> <li>● Self isolate for at least 10 days.</li> <li>● Inform school immediately of test result.</li> <li>● Upon return show evidence of test result for records.</li> </ul>	Not required, but may wish to if feeling well enough.	...they feel better. They can return to school after 10 days, even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once infection is gone.
...somebody in my household has coronavirus symptoms.	<ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Contact school daily</b></li> <li>● Self isolate whole family</li> <li>● Get a test as soon as possible</li> <li>● Inform school immediately of test result</li> <li>● Upon return show evidence of test result for records.</li> </ul>	Yes - daily work submitted to the teacher.	...the household member tests negative.
...somebody in my household tests positive for coronavirus.	<ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Contact school daily</b></li> <li>● Self isolate whole family for 14 days</li> <li>● Get a test as soon as possible</li> <li>● Inform school immediately of test result</li> <li>● Upon return show evidence of test result for records.</li> </ul>	Yes - daily work submitted to the teacher.	...the child has completed 14 days of self-isolation and no other symptoms.



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<p>...NHS test and trace have identified my child as a 'close contact' of somebody with confirmed coronavirus.</p>	<ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Self isolate for 14 days.</b></li> </ul>	<p>Yes - daily work submitted to the teacher.</p>	<p>... the child has completed 14 days of self-isolation and no other symptoms.</p>
<p>...my child has travelled abroad and has to self-isolate as part of a period of quarantine.</p>	<ul style="list-style-type: none"> <li>● <b><u>Do not take unauthorised leave during term time.</u></b></li> <li>● <b><u>Consider the risk of countries being added to FCO quarantine list when booking</u></b></li> <li>● Provide information to school of holiday destinations.</li> </ul> <p><u>Upon returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li>● <b>Do not come into school</b></li> <li>● <b>Contact school daily</b></li> <li>● <b>Self-isolate for 14 days</b></li> </ul>	<p>Yes daily work submitted to the teacher.</p>	<p>... the quarantine period of 14 days has been completed.</p>
<p>...we receive medical advice that my child, or somebody in our household, must resume shielding again.</p>	<ul style="list-style-type: none"> <li>● Do not come into school</li> <li>● Share copy of letter, informing you to shield, with school</li> <li>● Contact the school in discussion with SENCo (Mrs Carr)</li> <li>● Shield until restrictions are lifted or paused again.</li> </ul>	<p>Yes - daily work submitted to the teacher.</p>	<p>... you have been informed that restrictions have been lifted.</p>

Yours sincerely

**Becky McGuire**  
Head Teacher

