

Glebe School

Hawes Lane, West Wickham, BR4 9AE

Headteacher: Mr I. Travis

Telephone: 020 8777 4540

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05.06.20

Dear Parents and Carers,

From next week we will start to welcome pupils back in years 7 and 10 on a phased basis, along with key worker children, The Den pupils and year 12 only. Please accept my apologies for not clarifying the 6th form position in my letter dated the 22nd May 2020.

Please be reminded that pupils attend on the following days:

- **Year 10s** Mondays, Tuesdays, Wednesdays only
- **Year 7s** Thursdays and Fridays only
- **The Den** Tuesdays and Thursdays
- **Year 12** Mondays and Wednesdays
- Key worker pupils (agreed days)

If you are choosing to send your child back to school next week, it is extremely important that you read the following information carefully:

- If your child or any of your household has a temperature, persistent cough, loss of sense of taste and smell you must not send your child to school.
- Pupils are only allowed to bring a packed lunch and a drink along with their bag and coat. No other items are permitted other than travel passes and face masks for those taking public transport. The school will continue to provide a packed lunch for pupils on free school meals but please ensure your child has a drink.
- School uniform is to be worn as usual.
- If your child travels on public transport, please ensure they have a face mask to wear but these are not to be worn in school.
- Pupils will enter the school via the pupil reception areas.
- Pupils can only enter the school from 8.45am and the school day will finish at 3pm. There will be no breakfast club, lunch clubs or after school clubs at this time.
- Parents and carers are not permitted on the school site unless collecting pupils if unwell. In this instance, parents and carers please report to the main reception to collect your child. You will not be allowed in the school building. Please remain outside and your child will be escorted out by a member of staff.
- Pupils will sanitise their hands, as well as having their temperature taken, on entry to school each day. Pupils with a temperature of 38C or above, will be isolated in the medical room before being sent home. You must make arrangements to collect your child immediately in such an instance.



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- Parents and carers must be contactable in the day and especially at drop off and pick up times. If pupils are unwell and parents/carers are not contactable then pupils will not be allowed back to school for the remainder of the term.
- Once pupils enter the site they must go immediately to their classroom.
- Pupils must leave their bag and coat in their classroom. Only in the case of bad weather can pupils take their coats out during breaks.
- Pupils will mostly remain with their tutor group for the duration of the school day.
- Pupils will have their own desk and chair, which will remain the same everyday.
- Teachers will provide resources such as pens, which will be labelled with names, collected and cleaned at the end of every day.
- Pupils will have their break time in designated areas of the school
- A one-way system will be in place for students to travel around the school in order to minimise contact with others. This will be clearly marked out with 2-metre distance arrows.
- Pupils can play games during break and lunch but need to abide by the 2-metre distancing rule. Equipment such as footballs will be cleaned immediately after use by members of staff. Pupils should not bring in their own equipment under any circumstances.
- Pupils will be reminded and expected to wash their hands frequently throughout the day.
- Pupils that are non-compliant will be sent home and will not be permitted to return.
- Pupils will be escorted to the buses ready to leave at 3pm.

A separate covid-19 home-school agreement will be sent along with this letter. If your child does attend school, we will therefore acknowledge this as your acceptance of this agreement.

I appreciate there is a lot to digest but the safety of the pupils and staff is my number one priority. For parents of year groups not yet coming back, I truly understand how difficult and frustrating this must be for you. At this stage, I can only reassure you that we are desperately missing all the pupils and we dearly hope we can see them very soon, as long as the phased reopening is successful. Please be mindful though, that all of this is subject to change, depending on government announcements and updates. In the meantime, we will continue to set work for all year groups on the school's on-line Learning Zone and tutors will continue to support you with regular calls home.

Best wishes, take care and stay safe.

Mr Ian Travis

Head Teacher

