



**Learning and friendship go hand in hand**

**Ringway Primary  
Guidepost  
Choppington  
Northumberland  
NE62 5YP**

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Monday 4<sup>th</sup> January 2021

Dear Parents/Carers,

I sincerely hope that you all had the very best Christmas break that the current situation allowed and that, despite the current guidance, you still managed to enjoy the festive period.

Please be assured that when your children return to school tomorrow, we will continue to do our utmost to keep them safe, ensure that they are happy and provide them with the education they deserve.

It is vital that if anyone in your household has developed symptoms of Covid-19 recently, or if you have had a test (regardless of the result) that you email the school with these details before the children return on Tuesday. This is so that we are clear about who should currently be self-isolating and which children will not be in school. It is also extremely important we continue to follow guidance around symptoms and testing and that if anyone in your household is showing symptoms the whole household must isolate until the ill person is tested and a result has been given. Children should not be in school if their parent/anyone in their household is awaiting a test result.

The procedures and systems in school will not really change much due to the new Tier 4 restrictions as everything is already in place however, we will no longer be operating 'double bubbles' at break and lunch times. Individual classes will have separate yards for break times, classes will eat dinners in their classrooms and mixed phonics groups will not be operating for now.

Please can I remind you of our expectations with regards to drop off and collection times in school (some of these are new so please ensure you have read and understood). I am sorry if this feels like a big list of dos and don'ts but they are really important and designed with the sole purpose of keeping everyone in our community as safe as possible. **Please can you ensure these are shared with whoever it is who picks up/drops off your child.**



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**Mrs Lisa Robson**  
Headteacher

### During drop off and collection times:

- All adults to wear a face covering at all times when on the school site (unless medically exempt). Some staff will be wearing masks/visors at pick up and drop off times but not during school day.
- Only one adult per family should drop off and collect. This is to ensure the minimum number of people as possible are on the school site (no siblings from secondary schools allowed on site at any time).
- Follow our one-way system, please do not block one-way system.
- Year One and Two parents to form two queues if waiting to allow others to be able to walk behind.
- Always maintain social distancing. This is relevant both on the school site and outside of school when queueing and leaving. Please do not wait around and congregate after drop off and collection.
- Do not engage staff in conversation unless absolutely necessary. Please use the office to communicate information to staff. Main reception door will not be open to parents unless for emergencies. Either call or email the office and the information will be passed onto the relevant member of staff.
- Parents to remain 2 metres from classroom doors at all times.
- Keep children with you and under control at all times. We want everyone to be as safe as possible and to ensure bubbles do not mix. The children in Years 5 and 6 will continue to be allowed to make their own way from school. We would prefer if children could be dropped off by parents in the morning but if this is not possible, please ensure they do not leave too early as they should not be hanging around the streets and should arrive at school no earlier than their allocated time slot at 8.50am. Please also remind them that they must go straight home from school at the end of the day and not congregate with their friends.

### Drop off/ Pick Up times.

Morning drop off times will be unchanged – please do not arrive early, the school gate will be opened 8.45am. Parents must ‘drop and go’ at the door - do not congregate in yard.

At pick up time we have extended time- slots by 5 minutes each – **please familiarise yourself with the new times**. Siblings can still be picked up at the earliest sibling’s slot but please do not abuse this and please be patient with older year groups when picking up earlier than allocated slot.



	Drop-Off	Pick-Up
Year 1 and 2	8.45am	3pm-3.10pm
Years 5 and 6	8.50am	Those picked up 3.10pm-3.20pm Those who walk 3.20pm – 3.30pm
Reception	8.55am	3.10pm – 3.20pm
Years 3 and 4	9.00am	3.20pm – 3.30pm

As I am sure you are aware, the guidance from the Government changes on an almost daily basis and can be very confusing. All decisions we make are based upon this guidance and our desire to keep everyone in our community as safe as possible. While it can be frustrating, and decisions made may be difficult, please continue to support us and work with us so that we can get through this continued time of uncertainty together.

Unfortunately, I expect us to have further cases in school this term forcing us to isolate class bubbles when necessary (classes are now expected to isolate for 10 days from the last contact). If this happens, online learning via Class Dojo will start immediately and contact will be maintained with class teachers.

We are really looking forward to seeing you all again and please be assured that our absolute priority is the safety of your children and everyone else in the school community as well as ensuring the children are happy in school and receive the very best education that we can provide under these circumstances.

We look forward to seeing them all tomorrow.

Thank you

Mrs L Robson

Head teacher

