



Giffard Park Primary School

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Milton Keynes, MK14 5PY

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Wednesday 27th May 2020

Update for the planned return of Smart Steps, Foundation, Year 1 and Year 6 children

Dear Parents/Carers,

Thank you all for completing the parent survey this has been used to plan our staffing for the groups of children in anticipation of their return to school next week. As I mentioned in a previous letter to you there will be a gradual opening for the year groups as follows:

Monday 1st June – INSET day – school will only open to the **Key worker** group

Tuesday 2nd June – **Smart Steps** and **Foundation** start (see table below)

Wednesday 3rd June – **Year 1** start

Thursday 4th June – **Year 6** start

School will remain closed to children in Y2, Y3, Y4 and Y5 until further notice (unless they are Key worker or vulnerable children).

Routines for arrival and departure

To reduce the number of people on the school site and in the interest of infection control and social distancing, we will be operating staggered start and finish times for different groups of children. (Please see the table below.)

Only one parent/carer will be permitted at drop off/collection times. There will be members of staff on every gate to meet the children – we will also hold up a coloured card so you will know which teams may enter. It is essential that you keep to the drop off and pick up times to avoid any of the teams mixing. **We cannot accommodate early arrivals or late starts.**

Children will enter and exit their designated gate, keeping a social distance following markings on the ground. They will be met by the staff member leading their team and escorted to the classroom.

A queuing system and a process for staff to greet each child has been agreed, children will wash their hands immediately on arrival. Children will then use anti-bacterial hand gel as they enter individual classrooms. (Should your child be unable to use anti-bacterial hand gel – please inform us via email at school@giffardpark.milton-keynes.sch.uk)

Expectations for parents

- No parents/carers will be able to enter the school site without prior arrangement.
- Only one adult will be able to come to the drop off and pick up points to collect their children and social distancing outside the school grounds **must** be adhered to.
- Urgent communication can be made with the staff member on the gate, for all other communication please email or telephone the school office.
- Social distancing **must** be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection, otherwise you could be potentially putting staff and children's lives at risk.

Group	Drop off time	Collection/drop off point	Collection time	Friday pick up time
Smart Steps	8.30am	Car park pedestrian gate (normal entrance for Smart Steps)	3.30pm	3.30pm
Key Worker group	8.30am	Playground gate	3.20pm	3.20pm
FOUNDATION		Collection/drop off point	Collection time	
Lilac team	8.40am	Playground gate	2.40pm	12.15pm
Red team	8.45am	Playground gate	2.45pm	12.20pm
Emerald team	8.50am	Playground gate	2.50pm	12.25pm
Yellow team	8.55am	Playground gate	2.55pm	12.30pm
YEAR 1		Collection/drop off point	Collection time	
Blue team	8.40am	Back gate (Y3/4)	3.00pm	12.15pm
Orange team	8.45am	Back gate (Y3/4)	3.05pm	12.20pm
YEAR 6		Collection/drop off point	Collection time	
Green team	8.40am	Back gate (Y3/4)	3.10pm	12.25pm
Pink team	8.45am	Back gate (Y3/4)	3.15pm	12.30pm

Reminder: Early closure Friday afternoon

We will close at **12.30pm on a Friday** for all children with the exception of those in our Critical/Key Workers provision. This early closure is in order to provide us time to do a deep clean of the school.

You will receive a letter tomorrow that will let you know which team your child has been allocated to and this will also include a home/school agreement.

In the meantime, thank you for all of your continued support at this challenging time.

Yours sincerely,

E Donoghue

Miss E Donoghue
Headteacher

