

Headteacher

John Galvin

Petworth C of E Primary SchoolSouth Grove, Petworth,
West Sussex, GU28 0EE**Tel:** 01798 342369**Fax:** 01798 343195**E-mail:** office@petworth.w-sussex.sch.uk**Website:** www.petworth.w-sussex.sch.ukMonday 13th July 2020

Dear Parents,

As you may be aware the latest guidance from the government was released last week and you can see this at <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>. Our intention is to welcome back every child from September 7th 2020 although, for us to achieve this in a safe environment for all, we will need to continue with certain procedures.

Children will be kept with their class at all times. This includes playtime, eating their lunch and they will not mix with children from other groups. The school will have different zones for the children to play in and we will be ensuring the children limit the amount of resources they share.

For year groups four to six, the children will keep their bags and coats with them at all times and stored under their desks. Therefore, please only allow your child to bring in one bag to school, which should have their P.E. kit, lunch, drink and book bag.

We are working with Chartwells to try and ensure that children in Oak, Ash, Rowan and the children entitled to free school meals will have hot school meals. However, we do not have the capacity to allow any other children to have hot school meals, so please do not order any. Therefore, with the exception of children who have free school meals, every other child in key stage two must have a packed lunch, which they will eat in their classroom.

We will be continuing with a staggered start and finish time as well as different places to enter and exit the school grounds. It will be impossible for us to accommodate any requests from parents and we hope you will help us by adhering to these set times. The gate to the site will be locked from 8:15 am to 9:15 am, and from 2:30 pm to 3:30 pm.

	Oak	Ash	Rowan	Beech	Maple	Elm	Willow Inv	Willow Exp
Entrance / Exit	Playground	Playground	Playground	H.S. Green	H.S. Silver	H.S. Green	H.S. Silver	H.S. Green
Start	8:30	9:00	8:45	8:30	8:30	8:45	9:00	9:00
Finish	3:00	3:30	3:15	3:00	3:00	3:15	3:30	3:30

- H.S. means Herbert Shiner car park

We are implementing these procedures as it is imperative that people do not congregate and once you have dropped off your child then please leave the site. If you have more than one child and the times are different, you must not wait in the school grounds due to safeguarding. However, you may wait on the Herbert Shiner site as long as you do not congregate. A member of staff will be near the Herbert Shiner car park from 8:30 am to 9:00 am for safeguarding reasons.

We will be sharing our risk assessment prior to the return of your children, which will include no adults in school unless they have permission from either Mrs Sandon-Webb or myself; children and staff to use hand sanitizer regularly; and regular cleaning of resources and touch points.

I know the above sounds like there are many changes, however this has all been in operation since Monday 1st June and it has worked well with the children in school. Everything else will be the same for the children e.g. uniform, curriculum and the learning environment. Children are very resilient and soon learn new protocols, which they adhere to. Once we can change any of the above I will as I fully appreciate how inconvenient it may be for the drop off and collect.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Galvin', written in a cursive style.

John Galvin
Headteacher