

OLIVER GOLDSMITH PRIMARY SCHOOL

“Inspiring a love of learning”

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Coniston Gardens
Kingsbury
London
NW9 0BD

Thursday, 11 June 2020

Dear Parents & Carers,

I hope you are all safe and well. We are very much looking forward to welcoming more children back to OGPS starting from next week and this letter will give you all the details you will need to help if your child is returning to us.

From Monday 15th June the school will be opening more widely for Y6 children, children of key workers and vulnerable children. We are only able to bring these groups back due to staff and room availability at this time. **The school remains closed for children in Nursery, Reception, Y1, Y2, Y3, Y4 & Y5; they will continue to receive home learning support.** Please be patient with emails sent to teachers as many of them will be working with Y6 or key worker children for four days per week with one day being set aside for them to plan for the week ahead and to respond to emails.

Provision for keyworker and vulnerable children will run five days a week but children in year six will only be onsite for Monday to Thursday. Also, don't forget that we are unable to provide breakfast club or after school club provision for the rest of the summer term.

Later pages in this letter provide more details for all parents who are **keyworkers or have vulnerable children (see green text)** or have **children in year six (see purple text)**. I am sending this letter out to all parents so all parents can see how the school is operating in the weeks that lay ahead.

Parents **MUST** be able to collect their child immediately if they are contacted by the school if their child shows any Covid 19 symptoms. They should be taken for a test and we ask parents to share the results of that test with the school so we can take any necessary steps.

Whilst we are encouraging space between children as much as possible and as far as our rooms and site allows, we cannot maintain 2m social distancing at all times.

The free school meal voucher scheme will stop for those attending school **BUT** will remain in place for any children **NOT** in school.

We are thankful for your patience, understanding and the way you have continued to support your child and the school at this time. Continuing to adhere to the Government's guidelines only supports the school further in ensuring our school is a safe environment for all the children.

Stay safe and well, my very best wishes to you all.

Mr James Simmons
Headteacher



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If your child will be coming to our keyworker childcare provision...

- Provision will run five days a week from 8.35am to 3.30pm
- ALL children should wear school uniform from Monday 15th June.
- Children should wear trainers rather than shoes.
- If children have grown out of parts of their uniform, please do not buy new items, do the best you can to keep as close to the school uniform as you can, i.e. use a plain white t-shirt instead of the school polo shirt.
- Please send children with a water bottle each day.
- As always, we expect high standards of behaviour and expect children to follow all instructions they are given by adults as this will be about their safety around the school site.

Groups called Bubbles

- Children will be put into bubbles with a maximum of 10 in each bubble.
- Children will be grouped with children of similar ages, one bubble will be for children in reception, year 1 and year 2 and another bubble will be for year 3, 4 & 5.
- Bubbles will be allocated a room – they will not be in their usual classroom.
 - R, Y1 & 2 children will be based in the downstairs hall and outdoor quad area
 - Y3, 4 & 5 will be based in the Y6 classrooms
- Each bubble will be staffed by teachers and learning support assistants. They may not be with their usual class teacher or usual LSA but they will recognise the staff working with them.
- Each bubble will be separated from other bubbles throughout the day including playtimes and lunchtimes.
- The group of children and staff will remain the same at all times.
- We are encouraging space between children as much as possible and as far as our rooms and site allows. We cannot maintain 2m social distancing at all times.
- Staff teams running bubbles are as shown below...

Reception, Y1 & Y2 Children	Y3, Y4 & Y5 Children
Mrs Polewczyk, Mrs McNeil, & Mrs Driscoll Mrs Chaudhry & Mrs Berry	Mrs Palinda, Ms Dardenne & Mrs Varsani Mrs McGrath & Mrs Suberu

Morning Drop Off

- Keyworker children must arrive at school **using the main gate from Coniston Gardens**, please use the new lines on the floor to ensure social distancing is followed up to the main door. Parents should ring the front door bell and then wait outside.
- With increased numbers onsite parents will **NOT** be able to enter the building and you will not be able to speak to the member of staff looking after your child – you will need to phone the school to talk to us.
- We encourage children and parents to walk to school.
- If you have to drive, please park away from the school gates and walk the last part.
- Please do not bike or scoot as we cannot manage storing these safely at this time.
- Only **ONE** parent should bring a child to school to reduce the number of people on our site.
- It is vital that you arrive **ON TIME** for everyone's safety.
 - Children in Reception, Y1 or Y2 should arrive at the main front door between 8.35-8.45am
 - Children in Y3, 4, 5 should arrive at the main front door between 8.45-8.55am



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Classrooms & Child Care Provision

- Children will need to sanitise their hands once they enter the building and will wash their hands when they arrive in their classroom and again at key points throughout the day.
- We will have lessons on hand hygiene, regular handwashing will be part of our new daily routine.
- Children will only interact with children and adults in their own bubble.
- The provision is for childcare only, formal learning will not be taking place. We will do our best to support children with as much of the same learning as is sent home to all other children as is possible given pupil and staffing numbers.

Break & Lunchtimes

- Children should bring in their own packed lunch from home.
- Free school meal children will have a packed lunch prepared by our lunchtime catering team.
- Parents can order a packed lunch meal from our catering team at the usual cost if they so wish. We have sent home details of this menu with this letter – please contact the office by tomorrow to order meals.
- Your child **MUST** have a water bottle which we will send home each day for you to wash and refill.
- Children will eat lunch within their bubble – this will either be in our dining hall or using one of our outdoor picnic areas. If the weather is bad, children will eat lunch in the dining hall or their classroom.
- Children will have a chance to play outside at break and lunchtimes but only with children in their bubble – they cannot mix with other groups. All breaktimes and playtimes will be staggered.

End of the Day Pick Up

- Keyworker children should be collected using the **main school gate on Coniston Gardens** at the following times in the following places...
 - Children in Reception, Y1 or Y2 should be collected from covered area in the staff car park which is next to our school library. This is the door that Y6 used to use at the start and end of the day. Children should be collected between 3.15-3.30pm.
 - Children in Y3, 4, 5 should be collected from the main front door between 3.15-3.30pm. They will wait either just outside the main entrance door or inside depending on the weather.
- Only ONE parent should come to collect children – please follow the signs and lines!



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If your child is in Year 6...

- Provision for year six will run four days a week, Monday to Thursday. Don't forget that the school will be closed to year 6 children each Friday – they cannot use keyworker provision as this would break the safety of the bubbles we are creating.
- ALL children should wear school uniform from Monday 15th June.
- Children should wear trainers rather than shoes.
- If children have grown out of parts of their uniform, please do not buy new items, do the best you can to keep as close to the school uniform as you can, i.e. use a plain white t-shirt instead of the school polo shirt.
- Please send children with a water bottle each day.
- As always, we expect high standards of behaviour and expect children to follow all instructions they are given by adults as this will be about their safety around the school site. We will discuss behaviour with children on the day they come back
- The arrangements for year six children are as follows...
 - Monday 15th June Staff CPD and preparation day
 - Tuesday 16th June Staff CPD and preparation day
 - Wednesday 17th June Y6 Bubbles return to school...
 - 6D Bubble 1: Mrs Shewell
 - 6D Bubble 2: Miss Beck
 - 6S Bubble 1: Mrs Schlichter
 - 6S Bubble 2: Mr Crawford
 - Thursday 18th June Y6 Bubbles as day before
 - Friday 19th June Closed to children in year 6
 - Monday 22nd June Y6 Bubbles as before
 - Monday 29th June Y6 Bubble returns to school...
 - 6D Bubble 3: Mr Leventhall

Groups called Bubbles

- Children will be put into bubbles with a maximum of 10 in each bubble.
- Y6 children will be in bubbles with other y6 children from their class.
- Bubbles will be allocated a room in the KS2 corridor – they will not be in their usual classroom.
- Each bubble will have one teacher and one learning support assistant to be with the children all day. They may not be with their usual class teacher or usual LSA. See details below on staffing
- Each bubble will be separated from other bubbles throughout the day including playtimes and lunchtimes.
- The group of children and staff will remain the same at all times.
- We are encouraging space between children as much as possible and as far as our rooms and site allows. We cannot maintain 2m social distancing at all times.

Staff teams running bubbles are as

6S Bubble 1 Starting 15/6/20	6S Bubble 2 Starting 15/6/20	6D Bubble 1 Starting 15/6/20	6D Bubble 2 Starting 15/6/20	6D Bubble 3 Starting 29/6/20
Mrs Schlichter Mrs Duarte	Mr Crawford Mrs White	Mrs Shewell Mrs Baci	Miss Beck Mrs Speller	Mr Leventhall Mrs Krasteva



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Morning Drop Off

• Children in Y6 should use the Kingsbury Rd Gate ONLY – Not the main entrance

- We encourage children and parents to walk to school as far as possible.
- If you have to drive, please park away from the school gates and walk the last part.
- Please do not bike or scoot as we cannot manage storing these safely at this time.
- Please follow instructions, signs and lines!
- Only **ONE** parent should bring a child to school to reduce the number of people on our site.
- Children in Y6 can be given permission to walk to school on their own and you can tell the office team about this during your phone call. Please must make sure you speak to your child about following social distancing on the way to school to keep them and others safe. We would advise that they are dropped off by an adult but this is a decision for parents to make.
- Y6 children will be met at the gate by a member of the school's senior leadership and sent in to the playground to meet their bubble leader. Parents will not be allowed past the gate area.
- It is vital that you arrive **ON TIME** for everyone's safety.
- The start times for each bubble are as follows...
 - 6D Bubble 1: Mrs Shewell 8.45-9.05am
 - 6D Bubble 2: Miss Beck 8.45-9.05am
 - 6D Bubble 3: Mr Leventhall 9.10-9.30am (from Mon 29th June)
 - 6S Bubble 1: Mrs Schlichter 9.10-9.30am
 - 6S Bubble 2: Mr Crawford 9.10-9.30am
- Parents will **NOT** be able to enter the building and you will not be able to speak to the member of staff looking after your child – you will need to phone the school to talk to us.

Classrooms & Curriculum

- Children will wash their hands before entering the school building and again at key points throughout the day in the classroom and using our new outdoor sinks.
- Regular handwashing will be a vital part of our new daily routine.
- Children will be given their own desk to work at and must stay in this place each day.
- Children will only interact with children and adults in their own bubble.
- Children will be given their own stationery and books to use. They will not be able to bring books home.
- We will have lessons on hand hygiene.
- There will be a focus on mental health and well-being.
- Pupils will access outdoors learning as much as possible.
- Pupils will follow the same learning as is sent home to all other children, this will be led by the teacher in charge of the group.

Break & Lunchtimes

- Children should bring in their own packed lunch from home.
- Free school meal children will have a packed lunch prepared by our lunchtime catering team.
- Parents can order a packed lunch meal from our catering team at the usual cost if they so wish. We have sent home details of this menu with this letter – please contact the office by tomorrow to order meals.
- Children will eat lunch within their bubble – this will either be in their classroom or outside picnic area depending on the weather.



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- Children will have a chance to play outside at break and lunchtimes but only with children in their bubble – they cannot mix with other groups. All breaktimes and playtimes will be staggered.

End of the Day Pick Up

- Children in Y6 should be collected from the Kingsbury Rd Gate ONLY
- Children will be ready to be collected at the following times
 - 6D Bubble 1: Mrs Shewell 2.55-3.10pm
 - 6D Bubble 2: Miss Beck 2.55-3.10pm
 - 6D Bubble 3: Mr Leventhall 3.15-3.30pm (from Mon 29th June)
 - 6S Bubble 1: Mrs Schlichter 3.15-3.30pm
 - 6S Bubble 2: Mr Crawford 3.15-3.30pm
- Only **ONE** parent should come to collect children – please follow the signs and lines!
- Children in Y6 can be given permission to walk home on their own and you can tell the office team about this during your phone call. Please must make sure you speak to your child about following social distancing on the way home to keep them and others safe. We would advise that they are collected by an adult but this is a decision for parents to make.



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