



Millbrook Primary School & Pre-School

Worsley Road
Freshbrook
Swindon,
SN5 8NU.

Tel: 01793 872800

Headteacher: Mrs Karen Pyman
Company Number 8713217

Monday 1st March 2021

Dear Parents/Carers,

Full Opening of Millbrook from Monday 8th March 2021

From Monday 8th March 2021 we will be opening Millbrook for all children, in line with the government directive. Hopefully this letter will begin to answer some of your questions about how this will happen.

Drop off and pick up times will be staggered and your child will need to arrive and be collected at the specified time.

Class	Start time	Finish time	Entrance/Exit
Caterpillars	8.30am/12.30pm	11.30am/3.30pm	Main Entrance
Ladybirds	8.45am	3.05pm	In Gate 2/Out Gate 3
Bumblebees	8.45am	3.05pm	In Gate 2/Out Gate 3
Turtles	8.55am	3.20pm	Gate 4
Seahorses	8.50am	3.15pm	Gate 4
Dolphins	8.45am	3.10pm	Dolphins' Fire Exit
Starfish	8.45am	3.10pm	Gate 5
Badgers	8.50am	3.15pm	The Lodge
Otters	8.50am	3.15pm	Otters' Fire Exit
Foxes	8.50am	3.15pm	Homebase doors
Hawks	9.00am	3.25pm	Homebase doors
Falcons	9.00am	3.25pm	Falcons' Fire Exit
Eagles	9.00am	3.25pm	Eagles' Fire Exit
The Ark	8.45am	3.10pm	Kitchen Gate

Attendance from Monday 8th March 2021

The government has said that all children are expected to be back and attendance is compulsory from Monday 8th March 2021. All school attendance procedures will be as usual. Please phone the school office by **9am** on **01793 872800** if your child is unwell and unable to attend. Please call every day of the absence.

Arrival/Pick up

Only one adult per family should come onto the school site and only staff and blue badge holders will be able to drive onto the school site. There will be a one-way system around the school. Please arrive at the time above, through the Tesco gate or Worsley Road gate, and follow the blue arrows remaining 2 metres from anyone else. Adults should wear face masks when dropping off and picking up. Find the correct entrance to



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the building and send your child to the member of staff at that entrance. You will not be allowed to enter the building or remain on the playground. Staff will be available to guide you.

There will be no lining up on the playground. Children will go straight to their room. Siblings can be dropped off at the same time to their entrance (please use the **earliest** time any of your children have been given). Then please leave through one of the exits onto Gainsborough Way (the pedestrian gate if you are turning right and the emergency gates if you are turning left).

We ask you to stick to the start and finish times as much as possible, so that children get the required amount of time in school and learning is maximised.

What to bring

Packed lunches can be brought from home. School lunches will be free for infants and those entitled to free school meals as usual. There will be no tuck shop until further notice. Individual school water bottles will be used for drinks, and cleaned regularly, as usual. Coats can be worn if needed.

No bikes or scooters are to be brought to school, due to the one-way system. Bookbags/rucksacks can be brought into the building but **no PE bags** will be needed. Please return any reading books you have at home currently. Reading books will be given out on a Monday and will need to be returned every Friday, so that they can be quarantined for 48 hours over the weekend.

Procedures and systems

Children will be in full time for the whole week (Caterpillars will do their usual times). There will be at least two adults with each class and they will be the same adults for the whole day, including breaks. The children will not use the hall for assemblies or PE.

You cannot come to the school office, unless we ask you to, but will need to call or email us instead. HASP books will not be sent home so, if you need to contact the class teacher, you should use the class email address as currently.

High levels of hygiene, handwashing and cleaning will be adhered to at all times. Unacceptable behaviour will be dealt with in line with a new behaviour policy, following government guidelines. There will be zero tolerance of poor behaviour to keep all pupils and staff as safe as possible. The new behaviour guidelines are in a child friendly poster on the website and attached with this letter.

We will aim to make it as close to our usual provision as possible, keeping in mind all the limitations imposed by the government and the need to keep children and staff safe.

Testing

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available via this link about [getting tested](#).

Uniform on return to school!

On their return we are asking pupils to wear their school uniform with trainers. (Any PE trainers will be fine, don't worry about the colour.) PE kit will need to be worn on PE days for the full day. You will be informed which days these are for your child by text.

If you need additional uniform, or your child has grown out of their uniform, we have lots of spare uniform in the swap shop so please contact the school office for a suitable time to visit.



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First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. The procedures above will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our school.

Some of the steps we are taking in readiness for reopening include:

- **Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend school. That includes children and staff who work here.**
- Keeping our children in class groups with as much consistent staffing as possible, and minimising contact with other groups around the school.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using water and soap and dry them thoroughly.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and lidded bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to wear masks and physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- **Asking children not to bring toys or other unnecessary items from home to school.**

Conclusion

I hope that this letter has given you the information you need to understand what arrangements we have made to enable all children to safely return from 8th March. We are looking forward to welcoming all children back to Millbrook next week.

I have included a link below to the government guidance for parents if you need more details:

<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>

Thank you for your patience, understanding and support at this difficult time.

Kind regards,



Karen Pyman
Head teacher - Millbrook Primary School