



# SAUNCEY WOOD PRIMARY SCHOOL



Head Teacher: Mr S Lloyd

**Address:** Pickford Hill, Harpenden, Herts AL5 5HL

**Tel:** 01582-621514 **Fax:** 01582-621485

**Email:** [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk)

Wednesday, 4<sup>th</sup> November 2020

## COVID-19 Pandemic - Update

Dear Parents/Carers

I hope you all had a lovely half term with your children. In the light of the announcement by Boris Johnson on Saturday, that England will be entering a four-week period of lockdown from Thursday, 5th November, I am writing to let you know how this will impact on the school and reassure you that we will continue to do our best to support everyone. I recognise that there may be some anxiety amongst the school community and ask that you please get in touch with me by email to [head@saunceywood.herts.sch.uk](mailto:head@saunceywood.herts.sch.uk) if you have any concerns.

As stated in the Government announcement, schools will remain open during the lockdown and attendance will continue to be compulsory for all primary age children.

We have reviewed our COVID risk assessment (which is published on our website) and consider that we are taking all reasonable precautions to keep you and your children as safe as possible.

Over the past few weeks, it is likely that some of us may have relaxed a little or become complacent as the pandemic has become part of everyday life. Therefore, I would like to take this opportunity to remind you all of the procedures which are in place to keep everyone safe and ask that you try your utmost to adhere to these at all times.

One area where I continue to have a lot of feedback is the arrangements for drop off and collection of children. I recognise that this is a busy time on the school site, it is also a time when many of us are used to having a chat with our friends, and do not wish to appear rude. However, please keep the following in mind at all times to ensure that we are keeping everyone safe:-

- We have a flexible drop off (8.45 a.m. - 8:50 a.m.) and collection (3.15 p.m. - 3.20 p.m.). Please use the full allocation of time at drop off and collection to ensure that distribution of families on the school site is spread out. Please use all of the space and do not gather in groups.
- We ask that you do not arrive early (before your child's drop off time) to avoid congestion.
- Only one adult per family on site.
- YOU MUST follow the one-way system and ensure 2m distancing is maintained at all times. It may be that you have to wait a few seconds for others to pass.
- Ensure your children are by your side and not encroaching into the space or bubble of others.
- We ask that you wear a face covering to keep others and yourself safe.
- Keep moving around the school and do not congregate either on the school site or outside the school gates - we appreciate how tempting it is to stop and chat, especially in the current circumstances, but this is not permitted in the new rules.



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Please only come to the office if there is an urgent need - non-urgent messages can be emailed to [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk). Same day messages must be called through to the school office on 01582 621514.

We appreciate that there may be unavoidable occasions which prevent you from arriving at school on time, however we urge you to do your best to be prompt. This will minimise the contact between the office staff and the year group bubbles. Similarly, please try to schedule all non-urgent appointments (e.g. dentist) outside of school.

Lately, we have had an increase in the number of parents dropping off forgotten items (water bottles, lunches etc.). We will no longer be accepting these items at the office. Please ensure your child has everything they need for the day ahead when they leave home. We know that the mornings are very busy so if it were me, I would teach my child to get everything ready the night before and leave it by the front door ready to go. If your child forgets their lunch, the school kitchen will provide a lunch and you will be charged accordingly. Similarly, children without a water bottle will be given water in a plastic cup.

Drumming and Violin lessons, Apex Breakfast and After School Club will continue to operate as normal in a COVID-safe environment. Please do contact Abi at Apex if you would like to book on. Details can be found here <https://www.saunceywood.herts.sch.uk/wrap-around-care>. At this time, Mr Holmes will not be running any after school sports clubs.

Please be vigilant within your family and if either a child or member of the household begins to display symptoms, stay home and book a test. It is better for a child to miss a day or two off school to await the results of a test, than risk sending home a whole bubble of 30 children for two weeks.

So far, we have been fortunate to only have one confirmed case within the school. We did lose our Year 2 bubble for only a few days but in the case of losing a bubble for two full weeks, we would provide full home learning via Purple Mash and the year group teacher/s would send full instructions by email. We are hoping to move over to Google Classroom in the near future.

As ever, your support and understanding is appreciated during these difficult and changing times.

Please stay as safe as possible over the coming month and be kind to one another; we are all fighting the same thing.

Mr Lloyd  
Headteacher

