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Friday 3rd September 2021

Dear Ellingham Families,

I hope you had an enjoyable summer break and we are all looking forward to returning to school on Monday 6th September 2021. We are excited to welcome the children back to school - they certainly will be rays of sunshine after this grey summer. Thank you for your support last year in keeping the school and community safe and ensuring that Ellingham children's education continued to be a priority.

There are some changes to the routines of school life as we come out of Covid restrictions and this letter covers some of the key aspects. We regularly update our risk assessment to reflect the government guidance and have a clear contingency plan in place should there be any disruptions.

We have continued to drive improvements in our school to ensure that children have the best possible education and with the help of our families created a wonderful experience of school-life. Your support in ensuring your child's full attendance, punctuality and adherence to school uniform is appreciated.

We look forward to seeing you and your children on Monday. Gates open at 8.35!

Yours sincerely



Lisa Keogh

The next page has details of [timings of the day](#); [lunchtimes](#); [what to bring to school](#); [PE kits](#); and [changes to coronavirus guidelines](#).

Logistics for the start and end of the day

Both gates will open at 8.35 and 3.05. Nursery parents will have access from 8.30.

Year 1 to Year 6: Children should be dropped off at either Ellingham Road or Harrow Close gate.

Morning: There will be a teacher from each year group at each gate to collect and line them up and take them into class five minutes after the gates open.

End of the day: Children in Year 1 to Year 6 can be collected from the playground at the times specified in the table.

Nursery and Reception: Children in Nursery should be dropped and picked up directly from the Nursery play area and children in Reception from the Reception Gate. Please use the Harrow Close gate only as only children will be allowed in the Ellingham Road entrance.

	Gates open at 8.35		Gates open at 3.05	
Year group	Into class	Drop-off gate	Collection	Collection point
Nursery	8.30	Harrow Close ONLY	11.30/3.15	Nursery
Reception	8.45	Harrow Close ONLY	3.05	Reception gate
Year 1	8.40	Harrow Close or Ellingham Road	3.10	Playground
Year 2	8.40	Harrow Close or Ellingham Road	3.10	Playground
Year 3	8.40	Harrow Close or Ellingham Road	3.10	Playground
Year 4	8.40	Harrow Close or Ellingham Road	3.15	Playground
Year 5	8.40	Harrow Close or Ellingham Road	3.15	Playground
Year 6	8.40	Harrow Close or Ellingham Road	3.15	Playground

Access to the office will be available once all of the children have been led into class to avoid crowding around 8.45. The office and year group email addresses will still be monitored.

The morning arrangement of dropping off at the gate has been successful for settling children ready for learning and levels of anxiety have been noticeably reduced. We do want families to have a relationship with their child's teachers and for there to be dialogue and a sense of community, so we are really looking forward to having you back on site in the afternoon.

There will be barriers in the Harrow Close car park as we want to ensure the safety of children and avoid parking outside of our gates. Please note that St Philip's School children will be starting at 8.40 and leaving at 3.15.

Please contact the school office or the year group email if you need to share more detailed information with the teachers or if you would like to make an appointment.

Lunchtimes

We will be returning to a whole school model, where pupils will have lunchtime and playtime with other pupils from across the school. As you are aware, we have a new catering company and we are excited that the children will have delicious food option at lunchtime. Please ensure snacks and lunchboxes are healthy. Snacks should be a piece of fruit or vegetable, not a cereal or fruit bar. Lunch boxes should not include sweets.

Meals for Reception, Year 1 and Year 2 are free due to government funding and we would encourage you to take up this offer. All meals should be booked **via parent pay**.

What to bring to school

Full school uniform with black shoes should be worn for return to school. The children will no longer need their own pencil cases and equipment. They will need to bring the following

- Labelled **water bottles**
- **Book bags/school bags**

- **Lunch boxes**
- Any **prescribed medicine** with medical form

If your child has medical needs, could you please ensure that they bring in their medicine with a completed form on the first day? Click [here](#) for form.

PE Kit to be worn on PE days

We would ask that children come into school in their PE kits on their PE day starting from Tuesday 7th September. This will help reduce the amount of interaction in helping children get changed in the lower years and ensure that PE time is maximised. Children will remain in their PE uniform all day.

The PE kit includes:

- A white t-shirt
- A pair of blue shorts
- A pair of black pumps/plimsolls or trainers
- During winter months, children may wear the school sweatshirt over the top of the school PE kit and BLACK jogging bottoms can be worn over the top of shorts to keep warm

Year group	PE days
Reception	Wednesday
Year 1	Tuesday and Thursday
Year 2	Monday and Thursday
Year 3	Tuesday
Year 4	Wednesday
Year 5	Wednesday
Year 6	Friday

Change to Coronavirus Guidelines and Ellingham Approach

In light of the lifting of coronavirus restrictions and the latest Government guidance for schools, we have updated our risk assessment, which will continue to prioritise the ongoing education and safety of the children.

- Ventilation in classrooms, office and communal spaces will be prioritised
- We will maintain handwashing and additional cleaning in school
- Staff will be required to carry out twice weekly lateral flow tests and these are also available for families from the school office
- There will no longer be Year Group Bubbles and children will be able to mix in larger groups including whole school assemblies and sharing of playground space.
- Staff and visitors will not be expected to wear masks although, of course, this is personal choice.
- We would recommend that social distancing is observed in crowded situations.
- Children are expected to attend school even if someone in their household or close contact has test positive for the virus unless they experience symptoms. Test and Trace will be in contact to ask any close contacts to have a PCR test.

Please inform the school if your child experiences symptoms of COVID-19 and book a test. Ensure that no family member enters the school site if they are experiencing any symptoms of COVID-19 i.e. a high temperature, a new, continuous cough and a loss or change to their sense of smell or taste. Please book a PCR test and advise the school if this is positive.

We are really looking forward to seeing the children next week.

Mrs Keogh and the Ellingham Team