

Harleston C.E. Primary Academy

School Lane, Harleston, Norfolk. IP20 9HG

Tel: (01379) 852302 / 853211

E-mail: office@harleston.stbenets.org

Website: www.harleston.stbenets.org



Interim Headteacher: Mrs M Foreman

7th September 2020

Dear Parent/Carer

Welcome back! It was an absolute pleasure to meet and greet so many of you this morning at the gates. Our school adults who were out on the gates with me reported lots of smiles from adults and children - all of whom were happy to be at school.

Of course there were some teething problems, such as lots of you being at the gates for 8.30am (very keen!) which meant that the pavements were a bit congested as people tried to get to the right gate. Hopefully as you all get used to the new system you will be able to stagger your arrival at the school throughout the whole thirty minutes. Please remember that there is a one way system around the school which means arriving at gate A or Gate B and leaving the school site by the blue gate near pre-school or the gate on the main road next to Daphne, our crossing patroller.

Bikes and scooters should be left outside your child's class and not in the bike racks behind the cookery room. This ensures that our one way system works and the direction of travel for parents and children is always the same way.

Bags - lots of lovely new school bags came with the children today (and not many coats). Because we are trying very hard to keep as much space as possible for the children in classrooms and cloakrooms, can we ask for bags to be kept at home as they take up lots of space. Everyone should bring a coat because our typical English weather means that we should expect rain at any time!!

If a child has brought their own snack to school it should be placed in their tray that has their school books and pencils etc in and not left in their packed lunch box. Their drinks bottle should also be taken into class with them.

Children in Key Stage 2 who bring in money to buy a snack must also place their purse/wallet in their tray on arrival in school.

Now that we have full classes of children back in school we have adjusted our risk assessment so that children can put their coats in their cloakroom as space is limited within classrooms now that we have had to change layouts to children seated in rows. Children will only enter the cloakroom in a small group to put away or collect their coat and this process will always be supervised by adults. Packed lunch boxes will be stored on trolley units and children will be responsible for sanitising their hands before and after eating. We will be reminding the children to make sure they have placed their lunch box carefully on the trolley so that it is not touching another lunchbox.

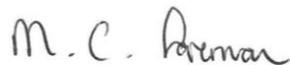
Friday lunchtime arrangements will continue as planned with children eating their lunch and then children who are not staying for the sports provision can be collected from the school site between 12.30 and 1.00 p.m. (This has been pre-booked and no further spaces are available) Children who attend the sports provision must be collected between 3.00 and 3.30 p.m. following the usual one way system.

Uniform that has been ordered by parents is in the process of being delivered to the classes for the children to take home. It is still possible to order uniform from the school office via Parentmail.

Please remember that you should contact the school office by My Ed or telephone as we do not have the space to have more than one adult in reception at a time.

This week I will make sure I update you more than once as it is only the first day and we all have lots to learn about how to manage and improve our systems for having a safe school site and I will be taking all your feedback so that I can make any necessary changes to the risk assessment. Our risk assessment is reviewed every Friday and it can be found on our school website for you to see how we are assessing, planning for and mitigating risks. It is a live document and will change according to parent, staff and pupil feedback and Norfolk County council guidance.

With my best regards,

A handwritten signature in blue ink that reads "M.C. Foreman". The letters are cursive and slightly slanted to the right.

Mary Foreman
Interim Headteacher