



Thursday 2nd September 2021

Dear parents and carers,

I hope you have all had an enjoyable summer break. We are all looking forward to opening our doors tomorrow and welcoming back our children into their new classrooms.

I am resending the information that I sent out to you at the end of last term which gives all the information you need about the reopening of school. We will open the gates at **8:45am** tomorrow for all children in Years 1 to 6. All children need to be in school by **8:55am**.

Safety Measures

The following protective measures will continue to be in place:

Cleaning

- Frequently used contact points (e.g. doors, handrails, toilets, desks, chairs, etc.) will be cleaned more regularly.
- Toilets will be cleaned after break and at the end of the school day.
- Lunch tables will be cleaned after each class has vacated them.

Personal Hygiene

- Thorough hand washing is required on entry to and exit from the school. This will be supervised by an adult. During the day, children will use hand sanitiser regularly and will wash their hands before eating lunch
- Staff will promote the "Catch it, Bin it, Kill it" message.

Classrooms

- Rooms will be well ventilated with doors and windows open at all times.
- Children will be issued with their own pack of resources (pens, rulers etc.) for learning.

Face Coverings

Face coverings are no longer advised in education settings by the government. However, school staff will continue to wear face coverings at the start and end of the day and for any meetings that we hold inside. We ask that you please do the same.

Start of the day

Soft start 8:45 – 8:55am

In response to your positive feedback, we have decided to continue to operate the soft start for Reception to Year 6. The playground gates will open from 8:45am and children can come into school anytime between 8:45 and 8:55am. We will continue to ask parents, except for parents of Reception children, to say goodbye at the gate.

Nursery children will use the main entrance to the Nursery building for arrival at 8:55am and collection at 12pm or 3:30pm.

Late arrivals

As always, we want all our children to arrive at school on time. We do not want any precious minutes of learning to be lost. If your child is late, please bring them to the **main office**.

End of the day

We will be returning to our old system for releasing children from the playground at **3:30pm**. Children will be released by their class teachers and teaching assistants and only as their name is called. Please be patient as we settle back into this way of releasing children. It may feel slower than before as your child's new teacher gets to know you. If you are collecting more than one child, please prioritise the youngest for collection first.

All children will be released from the playground and the gate will open at 3:20pm. Children will be released by their teacher at 3.30 from the following places:

Reception: from the Reception playground (by the wooden fence)

Year 1 from the Red playground outside the Year 1 classroom

Year 2 will be released from inside. Please queue next to the classroom windows in the 'Dance Zone'.

Year 3 will be released from inside. Please wait next to the entrance near the wooden tower and slide. Please queue from the steps, along the green fence.

Year 4 and 5 will be released from the spots on the football pitch. Please wait for your child on the top playground (basketball court).

Year 6 will be released from the top of the basketball court by the main gate.

The one way system will continue to operate at home time for entering and exiting the playground.

For children in Year 6, we will send a letter for you to request that your child walks home on their own. We will review these requests and have individual conversations from the second week of term. Please continue to collect your child until at least Friday 10th September – they will not be released to walk home alone during the first week.

Late collections

Please arrive on time to collect your child. Managing children being collected late will create additional challenges for our staff. If you are running late, please phone the office to inform us. You will be able to collect your child from the **main office**. We will continue to operate our charging policy for late collections: £5 for every 15 minutes.

Attendance

Attendance at school will continue to be a legal requirement. The usual rules will apply, meaning we will be recording attendance and following up on any absences.

Uniform and what children should bring to school

Please ensure your child is dressed in Springfield uniform with plain back shoes. Please do not allow your child to wear trainers except on PE days. On your child's PE day, please send them into school with their PE kit on so they do not need to get changed at school. As always, please ensure your child is appropriately dressed for the weather: rain coats will be essential for the unpredictable autumn weather.

Water bottles

All children need to bring a water bottle with them to school. This should be clearly labelled with their name. They will be able to refill their bottle at school and will take it home each day for cleaning.

Bags

Your child can bring a bag to school. If your child has a packed lunch, these can be stored in the containers outside the classroom as usual. Bags will be used for sending home books for reading.

P.E lessons

This is the weekly PE timetable which shows when your child's PE lesson will take place. Please remember to send them into school in the PE clothes on that day.

Day	Class
Monday	Year 5
Tuesday	Year 1
Wednesday	Year 2
Thursday	Year 3
Friday	Year 4 and Year 6

Extended School Provision

Breakfast Club

Breakfast Club will continue to run from 7:45-8:45am. Breakfast is provided for children and it costs £2.50 a day. It will start on **Friday 3rd September**.

6 o'clock Club

This club runs each day from 3:30-6pm. A snack is provided for children and it costs £8 per day. It will start on **Monday 6th September**.

Please email admin@springfield.hackney.sch.uk if you would like to book a place.

We really look forward to seeing you all tomorrow and welcoming your children back to school.

Warmest regards,

Anna Case
Headteacher