



# The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Ms Maria Gilmore

Eliot Bank School  
Thorpewood Avenue  
London SE26 4BU  
Tel: 020 8699 0586  
info@eliotbank.lewisham.sch.uk  
Head of School: Mrs Katrina Walsh

Gordonbrock School  
Amyruth Road  
London SE4 1HQ  
Tel: 020 8690 0704  
admin@gordonbrock.lewisham.sch.uk  
Head of School: Mrs Jane Wright

3<sup>rd</sup> September 2020

Dear Parents and Carers,

I hope you are safe, well and that you have had an enjoyable summer break.

The staff team continue to be committed to ensuring that your child receives the best possible education, as we look forward to welcoming all of your children back to school tomorrow.

As we informed you in July, attendance at school will be statutory from tomorrow and the usual rules on attending school will apply. Staff have spent the summer holiday, particularly the last two weeks, preparing the school site in line with revised government guidance of 28<sup>th</sup> August and teachers have been meeting, both yesterday and today, to plan. We have also ensured that fully updated and robust risk assessments are in place, in line with government guidance, for the return of all children and aspects of these will be published on the school website so that you are able to see them. It is important to note that government guidance is changed or updated frequently but we will do our best to keep you informed.

**Children will return to school in their original classes of up to 30 pupils and these will be their 'bubbles.'** In line with government guidance, we will be doing everything possible to ensure that children remain in their class bubbles throughout the day. We have already informed you of who the class teachers and teaching assistants are, and the new class names.

Below is some more information that you should find useful and reassuring – please note, we are aware that some of this has already been communicated to you in July but we thought it would be useful to be reminded:

- **Social Distancing** - to reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these measures; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social



We're working  
towards Artsmark  
Awarded by Arts  
Council England



distancing behaviour.

- Signage and floor markings are in place, in and around the school site and buildings to encourage social distancing.
- One-way systems are in place in corridors and around school.
- **Good hand hygiene** - this is of paramount importance. Children and staff will be hand washing with soap and water for at least 20 seconds and/or sanitising their hands regularly. We are planning opportunities for children to wash their hands 5 times throughout the school day. To help us with this, we are investing in new outdoor wash basins which will be installed at key points in the playgrounds.
- **Catch it, Bin it, Kill it** – we will be promoting this message at every opportunity, encouraging children to use tissues and to dispose of them safely in the dustbins; tissues and hand sanitiser will be readily available in each class.
- **Cleaning** - a rigorous and enhanced cleaning regime is in place across the school before, during and after the school day; this includes regular cleaning of the toilets. Contact points and surfaces will be cleaned and sanitised regularly during the school day.
- **Start of Day/End of Day** - a rota for staggered start of day and end of day times for classes and year groups will be in place; we will be asking classes to enter the school through a specific gate, to minimise the number of children entering the site at any one time, and to minimise the number of parents outside the gate.
- To ensure as much social distancing as possible, parents will not be allowed to enter the school playground to drop off and pick up; please note that children should be dropped off by only 1 member of their household where possible.
- **School Dinners/hot meals** - these will be provided in school. Your child can bring a packed lunch if you prefer.
- **Lunchtimes and Playtimes** - a rota for staggered lunch and play times for classes and year groups will be in place. Children will eat and play in their class bubbles; they may be in the playground or the lunch hall with other bubbles in their year group but they will be in a designated area, or 'zone,' within the hall or playground and we will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- **Classrooms** - desks and chairs in classrooms are arranged to maintain as much space as possible, with tables facing forward in classes from Y2 to Y6; furniture has been removed from classrooms to enable this, where necessary.
- Children will be provided with their own individual resources, to keep at their table space.
- Designated classroom and outdoor resources will be supplied for each class which will not be shared with other bubbles. These resources will be frequently cleaned.
- Any equipment or resources that are shared with other bubbles will be thoroughly cleaned or taken out of use (for 72 hours) before being used by another bubble.

- Children will be able to take books home from their class to aid with their education. When returned, they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- **Staffing** – each class will have a designated teacher and teaching assistant. Some staff may have to move between bubbles in order to ensure that we deliver a full curriculum or to assist classroom staff, deal with an emergency situation, provide cover etc. However, they will ensure social distancing is maintained and robust hand washing procedures are in place. We will also endeavour to minimise the number of staff moving between class bubbles.
- **Parent contact with school** - parents should not enter the school site or the school office, except for in the case of an emergency. They should make contact with the school via telephone, email or by speaking to the senior leader who will be on duty at the gate. Face to face meetings will only be held if absolutely necessary and strict social distancing will be in place.
- **Bringing items into school** - children should not bring in non-essential items from home. We request that they only bring:
  1. A full water bottle which can be refilled in school if necessary.
  2. A packed lunch (if they are not having school dinner).
  3. A coat and any other essential outdoor wear.
  4. A bag that can carry their reading book (nothing else should be in the bag).
  5. PE Kit – we will be asking children to wear their PE kit to school on their PE days *instead of* bring their kit to school. **More information on this will follow.**
- **Face Coverings** - Public Health England does not recommend the use of face coverings in primary schools. Currently, they are not required as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. If your child wears a face covering on the journey to school, a senior leader will ask them to follow a specific procedure for storing it before they can enter school.
- **Uniform** - we expect all children to attend school in full uniform in the autumn term. Please note, uniform does not need to be washed or cleaned any more often than usual. We know that some of you may need to purchase new school uniform from the school office and we will let you know, as soon as we can, when you will be able to do this.
- **Behaviour** – we continue to have high expectations of all children. In order to keep us safe, please remind your child that we will expect them to:
  1. Partake in additional hand washing.
  2. Behave in a safe way and not in a way that puts others at risk.
  3. Maintain social distancing where possible.
  4. Stay within their own class bubble.
  5. Adhere to the classroom / bubble hygiene rules and code of conduct.
- **Breakfast and After School Clubs** – we are keen to resume our wrap around offer and we know that many of you are reliant on it. We are working hard in school, and with TopMark, to provide both breakfast and

After School Club from **Monday 14<sup>th</sup> September 2020**. **We will provide you with more information about this when we are able to.**

- **Assemblies and Parent Events** – any assemblies will be pre-recorded and played to children in their classrooms. We know how much you love our parent events and opening mornings so we are working hard to plan a way to deliver these to you virtually, via our website. Our plan is to involve FOG as much as we can, too.

**Important. Symptoms of Coronavirus** – Please remember, if your child or anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, you must not come to the school. You should stay at home, arrange for a Coronavirus test as soon as you can and follow the advice of any medical professionals. There will be signs on the school gates to remind you about this.

Please look out for more information early next week as we settle back into school.

In the meantime, we look forward to seeing you all tomorrow!

Yours sincerely,

A handwritten signature in black ink that reads "M. Gilmore". The signature is written in a cursive style with a small flourish above the 'i' in "Gilmore".

Maria Gilmore,  
Executive Headteacher.