



The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Ms Maria Gilmore

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Head of School: Mrs Jane Wright

4 January 2021

Dear Parent and Carers,

Provision for children of Critical Workers, children with EHCPs and Vulnerable Children

Week Beginning Tuesday 5th January 2021

Thank you for contacting us regarding a place for your child in school this week. We are pleased to confirm that your child has the place you requested in school, starting from tomorrow, Tuesday 5th January. This letter will give you further information about how the school day will be organised for your child.

Start and end of day arrangements

Children will work in phase or year group 'bubbles' depending on numbers. Each bubble will have no more than 15 pupils in it. Teachers will either be working in school to support your children or they will be providing remote learning for the children at home.

For this week the teachers in school will be:

Year Group	Bubble Name	Teacher	Teaching Assistant	Drop off & pick up	Times of Day
Nursery & Reception	Group 1	Sylwia Clarke	Sue McGowan	KS1 playground	8:55am-3:15pm
Reception	Group 2	Katerina Zacharidi Lesley Glover	Bianca Morrison	KS1 playground	8:55am-3:15pm
Year 1 & Year 2	Group 3	Hannah McNicolos	Naomi Levine	KS1 playground	9:00am - 3:20pm
Year 2	Group 4	Charlotte Bradbury Gill Norris	Barbara Cox	KS1 playground	9:00am - 3:20pm
Year 3	Group 5	Jane Walker	Tamara Bent	KS2 playground	8:55am-3:15pm
Year 4	Group 6	Sue Douglas	Kelly Scanlon	KS2 playground	8:55am -3:15pm
Year 5	Group 7	George Rudd	James Harris	KS2 playground	9:00am - 3:20pm
Year 6	Group 8	Karen Hamilton	Lillieth Webster	KS2 playground	9:00am - 3:20pm



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SCHOOL MEMBER



Please be prompt as late arrival will mean that your child may have to wait, in isolation, until a member of their bubble staff can safely escort them to their classroom. We want to avoid this, so please arrive on time.

Social distancing measures are more important than ever, on and immediately around, the school site. It is important that you continue to follow the guidance below in order to keep us all as safe as possible.

Classroom organisation

Your child will be given a place to sit. This will be the same, every day. They will put their belongings on the back of the chair or under the table. They will have their own resources to use.

The new expectations and routines of the classroom will be made clear to the children.

In Years 1 - 6, the children will be asked to stay in their seats and their resources will be for their own personal use. They will not need to get up and move around the room.

In Nursery and Reception, there will be activity tables set up, with no more than 2 children at an activity table at a time. The children will have designated spaces to stand/sit at the activity tables to ensure social distancing.

Break times and lunchtimes

Each 'bubble' will be allocated a separate area of the lunch hall and the playground.

Lunch

We will be able to provide hot lunches, should they be required. The cost of a school packed lunch is £2.30, if you are not eligible for Free School Meals. If changes are made to your choice, it would be helpful if you could email the office with as much notice as possible.

Your child may bring a packed lunch if you wish. Please make sure that your child's packed lunch box is named and remember that we endeavor to be a nut and sesame seed free school at all times. None of the food you provide should contain any of these products.

What will your child need to bring/wear?

- Your child will need to wear their school uniform as usual.
- A packed lunch (if you are not having school dinners).
- A full water bottle.

Please avoid sending your child to school with large bags or any unnecessary items e.g. small toys, extra books.



Wraparound Care

We still working on this, liaising closely with our provider TopMark. As soon as we are able to update you on whether or not we have Breakfast Club and After School Club provision, we will do so.

Access to the school

We are making every effort to reduce the number of people entering the school site. To support us with this, we need you to adhere to the following procedures from now on:

- We ask that you continue to contact the school office as you did during the autumn term – by telephone or by email.
- If you need to contact your child's bubble teacher, you can telephone and speak to a member of the office team, leave a message on the school answerphone or email in the usual way.
- You should enter the school office for emergencies only and we will expect you to follow the social distancing signage and expectations in place there.
- If you feel you need to meet with someone in school, face to face, this will need to be by appointment only so that we can ensure the appropriate social distancing conditions are in place ahead of the meeting.

Behaviour in school

It is crucial that your child adheres to school rules and routines. Everything that we have put in place is designed to minimise risk and maximise safety. Everything your child is asked to do is for a very good reason and we expect them to do as they are asked. If your child's behaviour falls short of our expectations, a member of the senior leader team will be contacting you very quickly to discuss the behaviour that is of concern.

Reporting Illness and Absences

Once you have informed us of the days your child will attend, we ask that you report absence to the school office in the usual way.

You should contact us if your child will be absent by emailing the school at info@gordonbrock.lewisham.sch.uk to let us know if they are unwell and/or self-isolating.

It is really important that your child gets a test and does **NOT** return to school if they have any of the three main COVID symptoms:

- High temperature/Fever
- New continuous cough
- Loss or change to smell or taste



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To be extra safe, if your child has any of the following symptoms, please keep them at home and contact the school for further advice:

- Loss of appetite
- Diarrhoea
- Nausea
- Vomiting
- Extreme tiredness
- Headaches
- Joint pain
- Muscle ache
- Runny nose
- Sore throat

Your child should **NOT** get a test if they have these symptoms **WITHOUT** one of the three main

Please remember that any children who display symptoms of Covid-19 will be isolated and sent home as soon as is possible. Parents and carers must be available throughout the day in case you are needed immediately to collect your child.

We hope that this information is helpful to you. Please rest assured that members of the senior leadership team will be on the gates tomorrow morning to answer any questions you may have.

Yours sincerely,



Maria Gilmore,
Executive Headteacher.



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