



# KEYINGHAM PRIMARY

Wednesday 4 November 2020

Dear Parents & Carers

In light of the government announcements made this weekend, we have been reviewing our risk assessments and safety procedures in school in preparation for the national lockdown that is due to start Thursday 5 November. As a result, I am writing to inform you of changes that will come into effect (temporarily) in school that will impact both staff and families.

Firstly, in order to maintain staff safety, to support 'bubble stability', to reduce transmission opportunities and to provide an enhanced level of cleaning in school during the period of lockdown, all teaching staff will receive their entitled planning, preparation and assessment time on the same afternoon of the week. This will mean that on a Friday afternoon, all pupils will access their learning from home via Microsoft Teams. We will still offer lunch at school and so, on these days, collection times will be as follows:

Collection times on Fridays during national lockdown	
Surnames A - L	13:00
Surnames M - Z	13:10

If the dates of the national lockdown remain as currently proposed, it means that this arrangement will be in place for three Fridays (13, 20 & 27 November). I have been working with our out of school club provider about this change and will be providing further information on enhanced provision to support families via the website later today.

Secondly, at this time of high transmission rates, my staff will not approach you on the playground to discuss any issues that may have risen during the day. I ask that you understand this and respect their need for social distancing. Instead, staff will call you between 3:20pm and 4:00pm or alternatively, contact you through the Parent Gateway app. When dropping off and collecting your children from school during this time, you may also wish to wear a face covering to support the government guidance of "face-space-hands" and to encourage others to do the same. This is not something we choose to enforce on our site and your decision in this matter will be met with respect.

I appreciate that, in these uncertain times, the support and stability of school life is key for your children and so, in supporting these decisions, you will be helping us to remain fully open for as long as possible in the face of challenging circumstances and conditions.

Thank you, as ever, for your continued support.

Yours sincerely,

Victoria white  
Headteacher