



George Fentham Endowed School

Fentham Road, Hampton In Arden,
Solihull. West Midlands. B92 0AY
Telephone: 01675 442800 Fax: 01675 443936
Email: office@george-fentham.solihull.sch.uk
www.georgefenthamschool.co.uk
Mrs J Gaughan Head Teacher

14th July 2020

Dear Parents and Carers

RE: Arrangements for September 2020

We hope that the information contained in this letter will help you and your child prepare for the full opening of George Fentham Endowed School from September 2020. A copy has been sent out via Parent Pay email and is also available on our school website.

1. Teachers 2020/21

In September we will be welcoming Mrs Hodge, our new fulltime Year 3 class teacher to George Fentham. Mrs Hodge is an experienced teacher and is very much looking forward to joining us. Mrs Briggs will be working alongside Mrs Brooker in Year 4 and providing additional cover in school.

Class 2020/21	Teacher(s) 2020/21
N	Mrs Durkin
R	Mrs Brown
Y1	Mrs Salmon (Mon – Tue) and Mrs Barratt (Wed – Fr)
Y2	Mr Bass
Y3	Mrs Hodge
Y4	Mrs Brooker (Mon – Thu) and Mrs Briggs (Fri)
Y5	Mrs Bradburn (Mon – Wed) and Mrs Kermode (Thu – Fri)
Y6	Mrs Edmeades and Mrs Samples (Wed)
Inclusion Coordinator	Mrs Morris (Tue and Wed)
Mentoring and PPA	Mrs Chamberlain
PPA and Cover	Mrs Mallin, Mrs Briggs

2. Start Dates

Date	
Monday 31 st August	Bank Holiday
Tuesday 1 st September	Inset Day 1 (Staff Training)
Wednesday 2 nd September	Inset Day 2 (Staff Training)
Thursday 3 rd September Friday 4 th September	Children return to school and spend time with their 2019/20 teachers.
Monday 7 th September	Transition to new teachers, classrooms and year groups. Nursery 2020 school visits begin this week.





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3. Staggered Start and Finish Times and Location

From September, Government guidance allows all children to return to school fulltime. In order to do this schools are required to complete a detailed risk assessment and work through a system of controls, adopting a range of protective measures which will effectively reduce risks in school.

One of these protective measures is to minimise contact by keeping groups of children separate. In order to achieve this, we need to introduce a new system of staggered start and finish times for each class of children.

The table below shows our new system. It is critical that children and parents follow this system and arrive and leave school at the allocated times. We ask that only one adult drops off and collects their child to keep the number of adults coming on to site at a minimum.

During the first few days, staff will be available to direct and welcome you to your new drop off and collection locations.

Please ensure you use the times and location for your child's new 2020/21 Year Group from Thursday 3rd September 2020.

Year Groups from September 2020	Start time	Location	Finish time	Location
Nursery	9:05	Nursery door	12:05	Small Playground
Reception	8:50	Nursery door	3:10	Small Playground
Year 1	8:50	Office door	3:10	Small Playground
Year 2	9:00	Office door	3:20	Office door
Year 3	9:00	Gate at the bottom of the path onto large playground	3:20	Small Playground
Year 4	9:00	Gate at the bottom of the path onto large playground	3:20	Small Playground
Year 5	9:00	Year 5/6 door	3:20	Year 5/6 door
Year 6	8:50	Year 5/6 door	3:10	Year 5/6 door
Bus Children	9:05	Office door	3:25	Year 5/6 door





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4. Staggered Playtime and Lunchtimes

Another protective measure will be the staggering of playtimes and lunchtimes. In the morning children will go out to play either from 10:15 to 10:30 or from 10:45 to 11:00. Each class will have a designated area on the playground to play in. Children from different classes will not be able to mix.

We will be introducing a brand new lunchtime system. From September we will have two completely separate lunch sittings. Reception, Year 1 and 6 will have their lunch from 12:00 to 12:45 and Years 2,3,4, and 5 will have their lunch from 12:45 to 1:30.

Each class will have their own designated tables and space in the hall and on the playground to ensure children from different classes do not mix. Tables will be disinfected between sittings.

Staff will be available to support and guide children through these arrangements so that our new routines and systems are quickly embedded.

We would like to ask for your help in the following ways:

- Please help your child to use a knife and fork and to cut their own food. Lunchtime supervisors will be unable to do this in future.
- Please ensure your child's packed lunch contains a manageable amount of food that your child can eat easily themselves. Lunchtime supervisors will be unable to open packets, containers or cut up food.

5. Arrangements Thursday 3rd and Friday 4th September 2020

In order to support your child with their successful return to school, we would like the children to have the opportunity to come back together as a whole class and spend time with the class teacher that they know well, in a classroom which is familiar to them. Therefore, for the first two days when children arrive, instead of going to their new class, they will go back to their previous classes. During these two days, staff will focus on welcoming your child back into school, ensuring that they feel safe and happy, introduce new expectations and systems and prepare them for transition to their next class.

6. Arrangements from Monday 7th September 2020

From Monday 7th September children will continue coming into school and leaving school as they have done in the previous week but will go straight to their new 2020 /2021 classrooms and new teachers.

7. Reception Children in September 2020

When Reception children come in on Thursday 3rd September, at 8:50, they will go back to their Nursery class for two mornings with Mrs Durkin and Mrs Holder. Parents will need to collect the children at 12:00 in the normal way from Nursery.





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From Monday 7th September, we will be implementing our Reception transition programme. This will mean that 15 children will attend on Monday morning and stay for lunch before being collected at 1:30. The other 15 children will do the same on Tuesday.

On Wednesday all children will attend in the morning, stay for lunch and be collected at 1:30.

From Thursday 10th September all Reception children will attend fulltime.

A separate letter will be sent to all parents regarding Reception and Nursery Induction, including further details of induction for brand new children joining Reception and Nursery from September 2020.

8. Medicines in School

All medicines kept in school must be collected at the end of term from the school office. These will need to be returned to school at the start of term with a new Consent to Administer Medicines Form. This can be found on the school website. Please choose the "About Us" tab, then click on "Statutory Information", go to our school policies list and find our Administering Medicines In School Policy. The consent form is an appendix at the end of the policy. Please ensure you complete the prescribed medicines and not the over-the-counter medicines form. This must be returned to school with the medicine for your child. Please ensure the medicine you send in has all of the information required printed on the label. We will require this medicine on the first day that your child attends.

9. Useful Information

- Water bottles
 - Water fountains in school have been turned off. Therefore, it is essential that every child has a water bottle in school which can be refilled throughout the day. Water bottles will need to be taken home and cleaned at the end of every day.
- School Uniform
 - All children should return to school in their full school uniform, including school shoes.
- PE Lessons
 - In line with new guidance, children will need to come in to school in their PE kits on the day that they are doing PE. More information will be sent home in September.
 - Please ensure your child has the following kit:
 - white t-shirt, black shorts and trainers
 - school jumper, black leggings or joggers to wear over the top of PE kit if the weather is cold or during the rest of the school day.





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- School Lunches Years 3 to 6
 - If you would like your child to have a school lunch, please ensure you credit your child's Parent Pay account. School lunches cost £2:15 per day.

And Finally....

Whilst we look forward to welcoming back all of our children in September, we are very mindful that school will be different in many ways. Our absolute priority throughout the last 4 months has been to ensure the safety and well-being of our children, staff and families. This will continue next term and we will keep all of our new systems and procedures under constant review. We will inform you immediately if any changes need to be made and we will find new ways of working together.

On behalf of all of the staff, I would like to thank you for your on-going support this year and to send you our very best wishes over the summer.

Mrs J Gaughan

Headteacher

