



4th September 2020

Dear Parents and Carers,

School Reopening September 2020 – Reminders of Key Information

The school has been busy planning for September when we will welcome back all our pupils full time, from Monday to Friday, in their normal class groups.

We have been preparing for these changes by changing our daily systems and procedures to ensure the school is as safe as possible for children, parents, and staff.

We have updated our Parent Booklet to give details of how this will work and a copy of the booklet is available on the school website under the tab 'School Reopening'.

There are eight main 'need to knows' for parents:

- 1. Don't send your child to school if they are unwell – see revised flow chart attached to this email on the procedures to follow if your child or anyone in your household develops Covid symptoms or has a positive test**
- 2. All children should be wearing full school uniform.**
- 3. No PE kits will be stored in school - children wear PE kit all day on their PE day.**
- 4. Bring a refillable water bottle every day.**
- 5. Children can bring in book bags with their reading book and homework.**
- 6. Children must not bring in any equipment (such as pencil cases) or toys.**
- 7. Staggered start and finish times:**
 - **Nursery: 8:30am to 11:30am**
 - **Reception, years 1 and 2: 8:40am to 3:05pm**
 - **Years 3 and 4: 8:50am to 3:15pm**
 - **Years 5 and 6: 9am to 3:25pm**
- 8. Separate entrances for different year groups:**
 - **Springfield Road: Reception, Year 1, Year 2, Year 3, Year 4**
 - **Upper Park Road: Year 5, Year 6, access to the school office.**
 - **See map attached to this email for details of where to drop-off and pick-up your child**

The parent booklet explains these procedures in more detail and there is a short video available on our website.

Members of the senior team will be available at the beginning and end of each day to help parents and ensure a smooth transition.

Don't hesitate to get in touch if you have any questions or concerns.

Looking forward to seeing you all next week.

Kind regards,

▷ *NEWSON*

David Newson (Assistant Head Teacher)

Upper Park Road New Southgate London N11 1BH

T: 020 8368 4500 **F:** 020 8361 8232 **E:** office@garfield.enfield.sch.uk

www.garfield.enfield.sch.uk