

Hamsey Community Primary School Cooksbridge

Skylark Federation
Executive Headteacher
Mr Stewart James BA (Hons).QTS

Head Of School
Mr Robert Newlands BSc (Hons). QTS

East Sussex County Council



Cooksbridge
Lewes
East Sussex
BN8 4SJ
Tel: 01273 400370

Email : hamseyoffice@skylarkfed.education
Website : www.hamsey.e-sussex.sch.uk

24 September 2020

Dear Parents and Carers,

We would like to take this opportunity to thank you all – parents, carers and the wider Hamsey community – for your support this past fortnight as we have adapted to a 'new normal' this academic year.

As you are aware, our plans are continually subject to change following daily risk-assessing, and direction from the Department for Education and Local Education Authority, and we appreciate your understanding and ongoing support.

Staggered drop-off and pick-up

We are particularly grateful for your support in helping us adhere to our new staggered drop-off and pick-up times. We wanted to remind everybody to ensure that your children are dropped off at the correct times, this is to minimize the amount of children and parents congregating during drop off and pick up, to help reduce the risk of transmission.

Drop Off Time	Class	Pick Up Time
08.30am-08.40am	Hedgehogs Class (Reception & Y1) Badgers Class (Y4/Y5)	3.00pm
08.45am-08.55am	Foxes Class (Y2/Y3) Owls Class (Y6)	3.15pm

A reminder of our key safety measures

To ensure your safety, and for reasons of potential transmission, we remind all parents and carers that we ask you not to enter the school building (unless by pre-arranged appointment). If you would like to arrange to speak with any member of the school team, please pre-arrange an appointment via the school office at hamseyoffice@skylarkfed.education.

Here is a summary of some of the key measures we are implementing throughout the school day:

- Pupils will arrive at school and leave school according to the staggered times outlined above;
- Pupils will remain in consistent class bubbles throughout the school day;
- Foxes and Hedgehogs classes are one bubble, this allows delivery of phonics sessions.
- Breakfast and After-School Clubs will be limited to 15 children, and must be booked in advance;
- Google classroom log-ins will be provided in case of localised/national lockdowns in the future;
- Children will be prioritised for testing should they display any symptoms;



Learning Together



~ Aiming High



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- Classrooms are well-ventilated;
 - Children will wash their hands frequently throughout the day, including on arrival at school, before home time and between sessions;
 - Cleaning staff will clean the school site at the beginning of the day and in the middle of the day, with a particular focus on high-touch areas such as switches, door handles and tables;
 - Visitors to the school site are now required to wear a face covering.

Progress towards online lesson provision

As well as working to ensure that our pupils and staff are safe on-site, we are also mindful that we may still be required to offer remote learning with little or no notice if we find ourselves subject to a localised or national lockdown.

As a result, in the last two weeks, staff have been receiving training on using **Google Classrooms** and have generated log-in information for the pupils in their classes.

In the next two weeks, we have earmarked curriculum time to teach children how to use the Google Classrooms platform and to share with pupils their individual log-ins – both measures to allow pupils to develop confidence in using this new technology. Following these familiarisation lessons, we will share pupils' log-in credentials with parents and will use **Google Classroom** as our remote learning platform.

We look forward to seeing parents and carers at our virtual 'Meet the Teacher' sessions this week.

With Kind Regards,

Mr S James
Executive Headteacher

Mr R Newlands
Head of School