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Dear Parent,

Thank you for responding to my letter to confirm who would like their child to have some time back in school before term ends. The following information is for those who have confirmed to me that their child will be attending. Those who are not doing so will be contacted by your child's tutor.

All pupils in years 2-5 may return to school from Wednesday 24th June until the end of term on Friday 3rd July. Please note that the start and finish times for the school day are different to what they have been, as detailed below.

Arrival at school will be at set times between 8.30am and 8.45am and departure will be between 3.40pm to 3.55pm. We are required to stagger specific arrival and pick up times to reduce contact, therefore your allocated times are as follows:

	Arrive	Depart
Surname A - F	8.30am	3.40pm
Surname G – P	8.40am	3.45pm
Surname R – W	8.45am	3.50pm

Year groups are allocated different classroom areas. Year 2-4 will be based in Lower School. Year 5 will be based in the PE classrooms in the Sports hall. On arrival I must ask that parents do not get out of the car but just drop off their children. The same applies at collection time. Please remain in your car. Staff will be on hand to direct you.

Year 5 parents are to follow a one way system and enter through the top gate, drive through the campus and stop outside the Sports hall to allow your child to alight. You will then exit through the bottom gate. At collection time please do the same so it is enter at the top gate, exit via the bottom gate.

Staff will supervise pupils arriving in each building and they will be asked to immediately wash their hands following the required hand washing routine before they move to the classroom. There will be the requirement for pupils to regularly wash their hands and they will be directed to do so individually at short breaks between lessons. We are following government guidance on implementing social distancing by utilising additional classrooms, adding extra cleaning regimes and



introducing new procedures on movement around the school and for breaks and lunchtime. The children will be briefed about this in more detail on their first morning following registration. A risk assessment of these amendments has been undertaken in line with government guidance to schools.

I would appreciate it if you would take note of the following:

- Pupils are to wear their college tracksuit for the entire school day, which avoids the need for them to change as our changing rooms will remain closed.
- They should bring their pencil case and all books and leave them in school, except where we require work to be taken home. Generally that will not be the case.
- Pupils will be given an allocated table that will be for their use only with a tray to keep their pencil case in.
- Pencil cases are to be left in school in their tray and not taken home so please have spare equipment at home. No soft toys/adornments to bags or on pencil cases are allowed.
- Pupils may bring their mobile phone into school if you wish them to have it, but the usual school rules apply. Once in school the phones will be switched off until the end of the school day.
- It would assist our hygiene measures if pupils can bring in their own hand sanitizer bottle that can sit in their tray for their sole use. However we do have hand sanitizers available around school for pupils to use, in addition to regular hand washing with soap, so it is not essential that they bring their own.
- The classes are to be taught in smaller groups and rooms have been set out to enable social distancing consequently they will not be in the usual classroom.
- Breaks and lunch times will be staggered to avoid groups overlapping.
- Please be aware that the Lower School office is not staffed so if there is a need to telephone you should phone reception on the main school number (01691 622321) and they will get a message to the relevant member of staff.

The arrangements for Physical Education and Sports are as follows:

We will be running a range of activities which follow current Department of Education and National Governing Body guidelines. We will only do activities where we can comply with published guidance on social distancing. As government policy changes we will continue to adapt our program in school. The programme will include most of the usual summer sports/PE and typical outdoor activities and with an expansion of health, fitness and wellbeing activities.

Pupils should bring in the following:

- Water bottle.
- Tennis racket and balls.
- Cricket bat. (No protection is needed as we will only be using tennis or incredi-balls).
- Towel - not for washing but just to wipe down.



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- A coat in case it rains as we intend to run the PE/Sports programme outdoors as much as possible.

It would be helpful if your son or daughter could bring their own racket/bat if they have it. Please do not go out and buy new equipment as we have some we can loan as necessary, but it just helps to reduce the potential spread of infection if children have their own. We will use protocols to disinfect any shared equipment used after each session.

I hope that provides you with the information you need.

Yours sincerely,

S.T. Pitt-Roberts

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