



Yaxham Church of England (VA) Primary School  
Clint Green, Yaxham, Dereham, Norfolk, NR19 1RU  
Tel. 01362 692033

e-mail: [office@yaxham.norfolk.sch.uk](mailto:office@yaxham.norfolk.sch.uk)  
[www.yaxhamprimaryschool.co.uk](http://www.yaxhamprimaryschool.co.uk)

Headteacher: Mrs Jennie Müller  
Chair of Governors: Mrs Michelle Parnell  
27<sup>th</sup> May 2020

Dear Parents,

Thanks to all of you for your replies and comments regarding the wider opening of school next week. Whilst the return doesn't apply to everyone yet and many families will make the choice not to send children back yet, we have had a lot of supportive comments and positive feedback which is really appreciated.

Once our risk assessments, plans and policy amendments have been formally approved by governors they will be added to the website. Plans and procedures will be adapted as necessary once we open and if guidance changes. All plans will be subject to the continued health of our community. It is important that all parents continue to support us with this and follow the guidelines in place.

Due to the size of our school and the number of parents planning to send their children to school we are able to accommodate all of these children at the moment. We will review our plans on a weekly basis, if your plans change and you wish to send your child back to school you will need to inform us by 9am on Thursday to be accommodated the following Monday. Please be reminded that we cannot guarantee being able to accommodate all requests. Should the situation arise that we cannot accommodate further children safely we will refer to government guidance to prioritise places.

For those children returning on the first I have included the timings and other key information again.

- Ducklings – 9.30-2.30 through the front gate and door. Children in Ducklings who cycle to school will be able to use the bike shelter on the front playground.

Puffins, Robins and Eagles through the back playground and classroom doors. Children in these classes cycling to school will be able to use bike racks on the playground.

- Puffins - 9.30-2.30
- Robins – 9.15-2.45
- Eagles 9-3

When entering the site, please use the playground markings to maintain a 2m distance. Teachers will be at the classroom doors to greet children, you may drop your child off and to leave the school site. Children will be sent out one at a time at the end of the day. Parents must adhere to these arrival and collection times. If you are unavoidably held up, you will need to contact the office to arrange a new time.

- Remember, only one adult per child should drop off and collect. If there are any issues with this, please contact us.
- Current guidance recommends that children should not attend more than one setting. Therefore, they should not be going to childminders or other childcare providers before or after school. Parents will need to make a decision about how they manage this to suit their own situation.

**Please also remember:**

- Children must wear clean clothes every day.
- Children will need a clean pair of indoor shoes or slippers to change into.
- Children will not be able to bring in anything from home except a water bottle and their lunch box. If the weather continues to be warm they will need a sunhat and to have sun cream applied before school. If they do need more cream during the day they must have their own labelled bottle and must be able to apply it independently.
- Initially we will not be receiving fruit for school, children will be able to have a healthy snack from their lunch box at break time. If your child is having a school packed lunch you may send in a snack for break time.
- Children should not bring reading records, pencil cases, PE kits or any other item.
- A collection of reading books will be sent home on a Monday and can be returned on Friday. They will not be changed in between.
- If children fall over or have a toileting accident the children will be encouraged to change themselves and clean their scrape or cut. Any further first aid we will make the judgment about what is necessary but staff will wear necessary PPE where they need to be in close contact to treat injuries.
- Parents will be notified of first aid treatment by text.
- If your child shows symptoms of COVID-19 you will be contacted immediately and your child must be collected from school as soon as possible.
- If children show any symptoms such as a cough or high temperature they must stay at home.
- Do not use Paracetamol to mask symptoms.
- The office will be closed to visitors and will not accept cash. All payments will need to be made bank transfer. Details of how to do this will be shared upon request.
- Please do not enter the reception area, if you need to speak to the school office, please telephone.
- School packed lunches will be available to order by email or telephone. Do not visit the office.

For those parents continuing to support learning from home, we will share times to collect sheets and change reading books on a weekly basis.

All plans and decisions have been made with the well-being of our community in mind. We will do all we can to support children and families as we move forward. If you have any concerns or questions, please do not hesitate to contact us.

Yours sincerely,

Mrs Jennie Müller and Mrs Michelle Parnell

Headteacher

Chair of Governors