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7th September 2020

Dear children and families,

We are really looking forward to welcoming all children back to school this week after such a long time away. We know it has been a tricky time for everyone and appreciate all the hard work and effort of our parents, children and staff in getting us to the point where we are all able to return to school safely.

### Welcome from Miss Owen

I would like to welcome all the children back to Horsford, Holt Road, for this new academic year and, in particular, I am delighted to warmly welcome our new Reception children and our new starters in Years 1 and 2. I am also new to Horsford, taking over from Miss Anatola as Head of School whilst she is on maternity leave. I am looking forward to meeting many of you at the entrances to school over the next few weeks as we settle into our new routines. I hope you have all had a relaxing and safe school holiday and that you are all eager to learn at school again!

### Congratulations

We are all happy to hear that Miss Anatola gave birth to a baby girl in July and, I am sure, you will join us in wishing the family all the best.

### Starting back at school

The government has written extensive guidance for families which will hopefully answer most of your possible questions about restarting school. This can be found at [www.gov.uk/backtoschool](http://www.gov.uk/backtoschool). They have also produced a briefer leaflet with information which can be found using this [link](#). (If you are unable to access the links you will find all the above information on our school website under the parent tab – Covid 19 information.)

To continue to keep our community as safe as possible we need staff, families and children to remember to abide by the basic protective principles and practices:

- Social distancing as appropriate – we will support young children to do this as appropriate.
- Regular handwashing/sanitising
- Self-isolating and testing if COVID symptoms are present and informing the school of the result.
- Use Catch it - Kill It - Bin It to promote good respiratory hygiene
- Allow necessary cleaning measures to take place

Please can we remind parents to drop children at their designated gate and then vacate the area as soon as possible to allow the next group of children to enter school. This should apply at the end of the day too.

### Be Kind

The time away from school has affected people in many different ways and this has caused some parents and children great anxiety. Please be mindful of this when posting anything on social media about your child returning to school. We have already had many questions from parents asking what will happen if their child has a common cold for example. Many ailments occur at this time of year and as has always been the case, we trust that if your child is too poorly to attend school you, as parents, will make the correct decision to keep them at home. If your child displays any Covid-19 symptoms, please get them tested in line with Government guidelines and keep them off school until you receive the result.



This is new for all of us so please look after each other and show consideration to others, especially if difficult decisions do need to be made.

### **Change to attendance criteria for fixed penalty notices**

Please read through the [attendance letter](#) we have sent out to you carefully, as it contains significant changes which include unauthorised lates and absences as part of the fixed penalty notice criteria. You must contact school (either by phone or via our parent app) by 9am each day that your child will be absent. We are required by law to contact you if we do not know why your child is not in school. Your child will be marked as unauthorised if we have not heard from you. This may now result in a fine.

### **Cashless school**

You will be receiving an envelope containing information about Parent Pay, our new online payment system. Please sign up to the website as soon as possible using the username and password provided in the letter. Going forward we will be a cashless school. This means uniform, trips, school dinners etc will all need to be paid for via this online system. Whilst we wait for parents to sign up, we are allowing payments to be made via cheque (made payable to Horsford Primary School) or cash (exact amounts only in a named sealed envelope).

### **School dinners**

Norse are continuing to provide packed lunches only across both our sites. This will be reviewed at October half term. Their menu is available on the [school dinners' tab](#) of our website. Until the online cashless system is fully operational, we can accept the correct payment in a named sealed envelope. Ideally, please pay weekly to reduce money handling.

### **Parent communication**

As this is the start of a new academic year, we are providing paper copies of important documents for you. However, our intention is to continue to use the parent app to communicate with you, so please ensure you have downloaded the app using the invite we have sent you if you have not previously been a user. All letters will also be uploaded to our [parent section](#) of the school website. If neither of these options are available to you, please contact the school office and paper copies will be provided. Unfortunately, weekly messages and updates will only be available on the app and facebook page.

### **Visiting school**

If you need to contact the school, whenever possible please do so by email or telephone, to reduce the number of visitors to our office reception areas. If you do come into reception, please follow social distancing guidelines and respect our policy of one person in the foyer at one time.

### **School car parks**

Please can we remind you that our school car parks are for staff only. The gates of both car parks will be kept open throughout the day however, for disabled driver access only.

We are conscious that there is a lot of information here for you to read and take in. We thank you in advance for your patience with us. If there is anything you feel we haven't covered or you have any questions, please contact the school offices.

Kind regards,



Mrs Kirton  
Heads of School



Miss Owen