

# St Thomas à Becket Church of England Federation

**Blackboys CE Primary School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield CE Primary School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

**Headteacher: Mr G Sullivan**

**Headteacher: Mrs L Pestell**

15<sup>th</sup> September 2020

Dear Parents / Carers

After reviewing the Blackboys School Covid-19 procedures following our first full week at school, and in the light of a growing infection rate in the country, I write to tighten up our measures and clarify our school protocols.

As previously communicated and from Monday 21<sup>st</sup> September, Reception pupils will be dropped at the school gate by their parents at the Key Stage 1 entry time of 8:50am. Class 1 staff will be on hand to help with this.

- To limit contacts in the school building, we would like to remind parents to communicate with the school office by using either email or telephone. If coming into the school office is absolutely necessary, we request that parents wear a mask or face covering, as they would do in a shop. Meetings between parents and teachers will take place by telephone unless there are exceptional circumstances.
- With the transmission of the virus currently growing in the community, we need parents to play their part at pick up time. Parents need to be punctual in picking their children up. The pick-up time for Reception, Year 1 and Year 2 remains at 3:15pm. Year 3, year 4, year 5 and year 6 pick-up time is 3:20pm. Class 1 parents will continue to use the one way system around the outside of the school to pick up in Class 1's outside area. Class 2, 3, 4 and 5 parents should stand on one of the yellow footprints around the edge of the playground, socially distancing from each other while they await their children. Class 2 parents should stand on the yellow footprints closest to Class 2, so that Mrs Sullivan can see you. Class 3, 4 and 5 children will be led on to the playground by their classteachers.
- If parents need to wait in the playground for Key Stage 2 children to be dismissed, they should stay on their yellow footprint, with the younger siblings. In assembly today, children were told that they wait with their parents. The end of the school day is not extra playtime.
- Families are expected to leave the playground quickly, not congregate in the entrance/exit to School and go home.
- We ask parents to think carefully before arranging play dates and ask everyone to follow the Governments "Rule of 6". We would also ask parents to refrain from organising sleepovers at the present time.
- Hand sanitiser is available for parents, pupils and visitor use which is located at the gates to school. Please use before entering the school grounds.
- There is an even greater emphasis of children staying seated in their places in Key Stage 2 classrooms during lesson time and we have reduced the expectation for loud singing. Choir clubs will take place, but with the children distanced further from each other.
- To aide entrance to school outside of normal hours, there is now a separate doorbell for access to Breakfast and After School Club. If using either of these facilities, please use this bell and not the main school buzzer.

These tightened measures are designed to help our school community to be as protected as possible from the illness and also from further possible school disruption. We reiterate that should a child or family member be displaying symptoms of Covid-19 that they isolate for 10 days and get a test, however difficult that might be. Please communicate with us on this.

Should we have any suspected cases of Covid-19 in school, we will alert parents from the affected "Key Stage Bubble" so that they can be extra vigilant for symptoms.

Should we have any positive cases of Covid-19, we will work alongside Public Health England and East Sussex County Council, taking their recommendations for partial school closure, potential isolation periods and parental communication.

There continues to be many challenges at this time, but the fortitude of the Blackboys School community always comes to the fore.

Yours sincerely

Mr Sullivan  
**Headteacher**