



27th July 2020

Dear Parents & Guardians,

I hope the summer break has started well for you and that you are enjoying a rest from home schooling!

We are all very much looking forward to a return to something approaching 'normality' in September and I am writing today with news of the first tranche of decisions which will shape what Gateways will look like for the start of the Autumn term.

As you will appreciate, the situation remains quite fluid and therefore these plans are subject to change depending on the picture locally and nationally closer to the time.

I apologise for the length of this letter but there is a lot to communicate to you all.

Start of the school year

As I forewarned in a previous communication, the Autumn term will be subject to a staggered start so that we can settle all children back into school as safely and smoothly as possible. The year groups will return as follows:

Gatehouse Nursery

This setting will be open from Monday 7th September with two pre-defined drop-off slots operating on Monday 7th, Tuesday 8th and Wednesday 9th September.

Drop off slots: 7.30am – 8.15am & 9am onwards

Children must be dropped off during one of these slots on these first 3 days. From Thursday 10th September, parents are free to drop off from 7.30am to suit their normal routine.

Pre-Reception Classes

This setting will be open from Monday 7th September with two pre-defined drop-off slots operating on Monday 7th, Tuesday 8th and Wednesday 9th September.

8am – 8.15am & 9am onwards

Children must be dropped off during one of these slots on these first 3 days. From Thursday 10th September, parents are free to drop off from 8am to suit their normal routine.

Transition, Upper 1, Upper 2, Upper 3, Upper 5, Lower 6 & Upper 6

Pupils in these classes can return to school for the day on Monday 7th September. Prefects will be on hand in the car park to assist pupils new to the school to find their way to the appropriate classroom etc.

During the day, pupils will undergo induction / orientation in order to understand the new ways in which the school will be operating due to COVID-19. They will then go on timetable for the remainder of the day.

Tuesday 8th September will not be a school day for these year groups and no work will be set for pupils on that day. Parents will need to make their own childcare arrangements for that day.

Wednesday 9th September, and everyday thereafter, will be a normal school day.

Reception, Lower 1, Lower 2, Lower 3, Lower 4, Upper 4 and Lower 5

Monday 7th September will not be a school day for these classes and no work will be set for pupils on that day. Parents will need to make their own childcare arrangements for that day.

Pupils in these year groups will return to school on Tuesday 8th September. Prefects will be on hand in the car park to assist pupils new to the school to find their way to the appropriate classroom etc.

During the day, pupils will undergo orientation in order to understand the new ways in which the school will be operating due to COVID-19. They will then go on timetable for the remainder of the day.

Wednesday 9th September, and everyday thereafter, will be a normal school day.

Drop-off and Collection times

Apart from the slots for the Gatehouse Nursery and Pre-Reception on the first 3 days, start and finish times at school will not be staggered.

Year Group	Unaccompanied Drop-off*	Accompanied Drop-off**	Collection
Reception	at 8.15am	8.30 – 8.40am	at 3:15pm
Transition	at 8.15am	8.30 – 8.40am	at 3:15pm
Lower 1	at 8.15am	8.30 – 8.40am	at 3:45pm
Upper 1	at 8.15am	8.30 – 8.40am	at 3:45pm
Lower 2	at 8.15am	8.30 – 8.40am	at 3:45pm
Upper 2	at 8.15am	8.30 – 8.40am	at 3:45pm
Lower 3	at 8.15am	8.30 – 8.40am	at 3:45pm
Upper 3 – Upper 6	from 8.15am in time for registration at 8:40am		from 4pm

*Please note that this is a drop-off in the car park where the pupil then walks on their own to the school building and the parent leaves the car park immediately. This is not an appropriate option for a very young child without an older sibling to walk with

them. However we do judge all pupils from Lower 1 up to be responsible enough for this kind of drop-off. Senior members of staff are present in the car park every morning to welcome children.

******An accompanied drop-off is one where the parent walks the child to the school building, hands them over to a member of staff (Prep only) at the appropriate entrance and then returns to their car to vacate the premises straightaway. No parents will be allowed to enter the school buildings at all.

In order to minimise the number of people on site at any one time, we ask that parents conduct their drop-off and collections efficiently and that they do not arrive excessively early or delay their departure from the school site unnecessarily.

At all times when on the school site, a safe social distance of 2m must be maintained between members of different households.

Uniform

All pupils will be expected to wear full school uniform (smart business attire for 6th Form) as normal apart, from days when they have curriculum PE or they have a games afternoon. On these days, to avoid unnecessary changing during the course of the day, full regulation PE kit will need to be worn. More information will be sent to you in due course advising you of the days that PE kit will need to be worn by your child. CCF uniform will continue to be worn by Cadets on Tuesdays.

Please do now proceed to purchase your school uniform in readiness for September.

Please note that the regulation PE kit to be worn is as follows:

Reception to Upper 6

Gateways tracksuit bottoms – Black with Gateways Crest

Gateways polo shirt – Black / Cherry with Gateways Crest (Boys), Cherry / Black with Gateways Crest (Girls)

Gateways hoody – Black & Cherry with Gateways Crest

White ankle socks

Outdoor trainers with a pair of indoor trainers with non-marking soles for the Sports Hall brought in a separate bag

Pupils are welcome to wear shorts or skorts underneath their tracksuit bottoms (so that these can be removed for their PE lesson) if they so wish.

If you have any questions regarding PE kit, please address them to:

- Prep: Mr Simon Scholfield simon.scholfield@gatewaysschool.co.uk
- High School: Mrs Laura Braithwaite laura.braithwaite@gatewaysschool.co.uk

Please note: Should your child come to school wearing incorrect PE kit at any stage, then the correct item of clothing will be immediately supplied to them from our on-site uniform shop and Rawcliffes will invoice you directly for the cost of the item.

Transport to and from school

Walking & cycling

We would encourage those who live close to school to walk or cycle there and back if possible. We have a bike shelter on site that can be used to safely store bicycles during the course of the school day.

Public transport

The use of public transport to and from school is discouraged. If it must be used then we would advise trying to make journeys outside of peak times. This may involve using earlier services than usual in the morning and later services than usual in the evenings.

School transport

The school minibus service will operate as usual from the start of the Autumn term and the 2020-2021 routes are currently being designed. More information will be published on the details of the routes and the cost of the service in due course. If you wish to use any of the school bus services and you did not reply to the electronic form already sent to you about this then you need to email jane.chennells@gatewaysschool.co.uk asap with your postcode so that we can add it to the list to be used to redesign our routes. The deadline for doing this is 9am Friday 1st August and no further reminders will be issued in respect of this.

Appropriate measures will be taken to ensure that our transport service is as COVID secure as possible, including orderly onboarding and disembarkation routines, sanitise on / sanitise off procedures, enhanced cleaning of the minibuses themselves and the wearing of face coverings by High School pupils. If your child is in High School and you are intending for them to use the school bus service they will need to provide their own face covering for wearing on board the bus. This can be a disposable covering or a reusable covering. Your child will also need to bring a zip-lock or self-seal bag to store their face covering in during the course of the school day. If using a reusable covering, these should be washed in hot (>60°C) soapy water each night. If using a disposable covering then this should be a new one each day.

Driving to school

As mentioned previously, to limit the number of parents on the school site at any one time, we ask parents to make their drop-off and collections as efficient as possible. We also ask that, where possible, parents remain in their cars and allow the pupils to walk into school or back to their parent's car themselves. Please make use of the earlier school opening for such unaccompanied drop-offs, please leave the school site promptly after dropping off or collecting and, if you are collecting a High School pupil, please do not arrive before 4pm as pupils will not be dismissed until then. The car park is quieter after 4pm and pupils can wait safely on site until your arrival.

Equipment

All pupils will need a named, wipe clean pencil case which can be left in school overnight. In it, they will also need the following basic equipment which will be for their use only and will not be shared between pupils:

- A range of pencils – writing and colouring
- A range of pens – writing, colouring, highlighting
- A ruler

- A rubber
- A pair of scissors (U3 and above)
- A glue stick
- A calculator (U3 and above)

At the risk of bombarding you with too much information, I will leave it there for now but please do expect further communications from me on such matters as wraparound care, catering and pupil movement around the school site in the next couple of weeks.

In the meantime, if you have any questions about any of the arrangements detailed above, please address them in the first instance to:

- Prep School: Mrs Helen Wallis helen.wallis@gatewaysschool.co.uk
- High School: Mrs Karen Titman karen.titman@gatewaysschool.co.uk
- Sixth Form: Mr Martin Davison martin.davison@gatewaysschool.co.uk

Kindest regards,

Dr Tracy Johnson