



Pennyhill Primary School

Hollyhedge Road, West Bromwich, West Midlands B71 3BU

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Twitter@ PennyhillSchool

3rd March 2021

Dear Parents/Carers

I hope you are all safe and well.

We have been busy in school making preparations to welcome back all the children to Pennyhill. We are excited to be able to see them all again and hope that they are looking forward to returning. We will, of course, do everything that we can to help the children settle back into school routines, having safety and their well-being at the front of our minds.

In order to do this effectively, we really need your support in carrying out some simple changes which we have made to our risk assessment. The full risk assessment can be found on our school website. For ease, I have listed here key changes which affect you directly.

Staggered starts/collections and drop off/collection locations

We are trying to minimise the number of parents who enter the playground so we have changed the drop off and collection locations for some classes to help with this. We have also made changes to spots where we felt became congested. Please help us by arriving at your drop off/collection point on time and leaving the school premises quickly. We understand that you may not have seen some familiar face for a while but please do not use the playground for congregating and chatting; this will help to minimise the risk for everyone.

If you previously arranged simultaneous sibling drop off/collection with the school, these arrangements still stand.

Class /Year Group	Time to drop off	Time to collect	Location
Nursery	9:00	12:00	Nursery entrance- <i>please wait as normal on the green track inside the fenced area.</i>
Reception	9:00-9:10	3:00	The green pitch near the goal posts (as normal) <i>Please make sure you see your child go to a member of staff who will be waiting on the ramp by the gym.</i>
1E- Miss Mendes	9:10-9:20	3:05	Willett Road- Door 1

1R- Mrs Taylor 1A- Mrs Matei	<i>Please wait outside the green fenced area.</i>		KS1 Dining hall
2E- Mrs Heffernan	9:00-9:10	3:10	Door D as previously <i>Children must wash their hands using the sink outside before coming into school</i>
2R- Mrs Rafique 2A- Mrs Panesar	9:00-9:10	3:10	Willett Road- Door 2 - as previously <i>Please make sure you stand well back (behind the yellow line) and allow your child to come in independently.</i>
3E- Miss Shuker	9:05-9:15	3:15	Castle Hall- Door F as previously <i>On the playground - Children must wash their hands using the sink outside before coming into school</i>
3R- Miss Watkin	9:05-9:15	3:15	Willett Road- Door 3
3A- Miss Knight	9:05-9:15	3:15	Door E- as previously <i>On the playground - Children must wash their hands using the sink outside before coming into school</i>
4E- Miss Bhogal 4R Mrs Ballantyne	9:05-9:15	3:20	Door G- as previously <i>On the playground - Children must wash their hands using the sink outside before coming into school</i>
4A- Miss Briah	9:05-9:15	3:20	Door H- as previously <i>On the playground - Children must wash their hands using the</i>

			<i>sink outside before coming into school</i>
5M- Mrs Mohammed 5D- Miss Dhesi	8:50-9:00	3:00	Willett Road- Door 4. <i>Please make sure you stand well back (behind the yellow line) and allow your child to come in independently.</i>
5R- Miss O' Rafferty 5B- Mr Bridges	8:50-9:00	3:00	Door H-as previously On the playground - <i>Children must wash their hands using the sink outside before coming into school</i>
Year 6	8:50-9:00	3:00	The Y6 annexe building – as previously <i>Please make sure you stand well back (behind the yellow line) and allow your child to come in independently</i> On the playground - <i>Children must wash their hands using the sink outside before coming into school</i>

When bringing your child to school

- We request that only one adult/member of the household brings/collect the child to school so that we limit the numbers on the school site
- All adults entering the school site are requested to wear a face mask/covering
- Only use the school site to drop of your child and collect at the right time. Leave the site promptly and do not use this as an opportunity to congregate and chat
- The playground equipment remains out of use. This is not regularly cleaned and therefore poses a risk

Communicating with school staff

- Phone the office if you need to report a child's absence or medical appointment. Do not visit the school office without prior arrangement. Continue to use the office phone

number/email for urgent messages and communication
(office@pennyhill.sandwell.sch.uk)

- If you need to communicate directly with the teacher (eg about homework/reading) use the class email account as you have done for remote learning. These email accounts will be checked at least twice a week, please do not expect an immediate response, your response is likely to be within 2-3 days

Managing the risk of COVID 19

- If your child or anyone in your household has symptoms of COVID 19, please book a test and do not attend school
- Inform the school if your child is awaiting the result of a test and what the result is when you receive it
- We are following the principles of hands, space, face, replace in school. This means we will be encouraging regular handwashing, social distance, using of face covering and ventilation. Your child will see adults in school wearing masks. We will have some windows open at times for ventilation but this will always be balanced with the need to keep warm
- If your child is struggling to use the soap provided in school, please provide them with antibacterial hand wipes

School meals

- Schools meals will continue to be provided by Dolce and these can be booked using School Grid

PE

- PE days remain the same and children can come to school in their PE kit on their allocated day
- Children will not be going swimming at this moment in time. We will let you know in advance when this changes

Music

- We are not currently having any on site music lessons. If your child plays an instrument you should still be receiving remote education from SIPs

I hope you find this information useful and that it addresses some key information which you need. We will, of course, continue to review practices and make changes which we think will be in the best interest of the school community and keeping everyone safe.

We look forward to welcoming you all back on Monday 8th March.

Yours sincerely

E Williams

Miss E Williams

Headteacher