



MANOR PARK CE (VC) FIRST SCHOOL & PRE-SCHOOL

Mellstock Avenue
Dorset
DT1 2BH
DORCHESTER

Headteacher: Mrs Melanie Pallister

Telephone Main School: (01305) 268741
Telephone Pre-School: (01305) 250600
Website: www.manorpark.dorset.sch.uk

Inspiring all to learn and grow 

25th February 2021

Dear Parent/Carer

As you will have heard from the Prime Minister's roadmap, after many weeks of limited school opening I am delighted to say that as from Monday 8th March we will be fully open! We have really missed you all and hope that this is the last time that we will need to only be open partially to our fantastic children and their families.

As you would expect we have been carefully studying the guidance from the Department for Education on how we can do this safely and I want to share our plans with you now.

It appears that we are able to re-open to the extent that we were open in December before the partial closure. However, as was reiterated by the Prime Minister, we still need to be very careful and follow social distancing guidelines and hygiene protocols. Below is a reminder of all the plans that we had in place prior to lockdown which will continue for the foreseeable future.

DROP OFF/PICK UP

As outlined in the government guidance, we are still required to limit the number of people in one place. We therefore ask that only 1 adult drops off and collects your children.

As part of our risk assessment plan it is also required that we continue to implement staggered times for drop off and collection. These will be managed as a whole year group. Please see the timetable and map at the end of this letter for more details.

As previously we have kept to short turn around to assist you all but it is VITAL that you follow these timings. Please do not arrive too early/late and make sure that you follow all precautions of social distancing, in addition to wearing a face covering. Once your children have been dropped at school, it is important that you leave the school site and do not congregate near the school entrances in groups.

We will again be using the 3 different gates, 2 at the front of the school site and 1 at the back of the school site, to support social distancing. Please ensure that you park well away from the gates at the back of the field and walk



from your car to ensure the safety of the children at our school, but also to support our neighbours. Parking should also be away from the school site. Pre-school will wait in a queuing system outside the Pre-school building. Social distancing must be respected between all adults, including when speaking to staff, whilst attending the site. Markers are still on the ground to show where families are to stand. Please also ensure that younger siblings stay close to you at all times when on the school site.

The gate at the top of St Osmund's field will remain locked and cannot be used by Manor Park families.

CLASS ORGANISATION

The children will return to their previous classes e.g. Rainbow Fish, Parrot, Penguin and this will be their working bubble. The Pre-school will continue to work in their session groups. This is to reduce the risk of transmission as we are in defined groups, but also more importantly to assist Public Health England in their track and trace system. If children work across any bubbles then strict protective measures will be put into place in addition to using a school track and trace system. We will arrange our classrooms to, as far as possible, avoid children facing each other when sat at desks. Soft furnishings will be removed or blocked off due to the fact that we will be unable to clean them daily. Children will have a supply of regularly used resources such as pencils, scissors etc for individual use only. In addition, no resources or equipment will be shared across bubbles unless it has been cleaned or left unused for 48hrs (72hrs if plastic).

The guidance recognises that our children are at an age when social distancing between themselves is not practical and our experiences so far have shown that to try and impose it is both unnatural for our children and at times can be detrimental to their well-being. Therefore cleaning and hygiene will be very important. Hand sanitiser will be available in all rooms and at key points of entry into the school. Children will be asked to wash their hands at regular intervals throughout the day.

We will continue to plan for more outdoor education experiences to take place within our grounds, though this of course will be weather dependent.

BREAK & LUNCHTIMES

These will continue to be staggered and children will be required to eat in their classrooms. Children will remain in their identified Bubbles throughout the lunch break and we will not mix these Bubbles on the playground/field. All children WILL be required to provide their own water bottle for the day. A fruit snack will be provided for all children in Reception to Year 2 by the National Government Scheme and milk can be purchased again through Cool Milk (www.coolmilk.com).

BEHAVIOUR AND EXPECTATIONS

It is vital that children continue to follow all our current school expectations for behaviour, however in addition there will now also be more conduct expectations to support this new way of being in school. This will include for example -

- following school instructions on hygiene, such as handwashing and sanitising
- following instructions about who pupils can socialise with at school
- moving around the school as per specific instructions (for example, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it')
- avoiding touching your mouth, nose and eyes with hands
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets



If your child can not follow our code of conduct then we will need to talk to you about their safety in addition to those of others in school.

UNIFORM

It is expected that children will continue to attend school in uniform. We would like to continue with children wearing PE kit to school on their PE days to avoid things travelling between home and school.

WEATHER PROTECTION

As shared above, wherever possible we will be getting the children outside to do their learning. The Government guidance is telling us that any chance of cross-contamination is much lower in the fresh air. To help us to do this please can you make sure that your child is prepared for the weather each day. Hopefully this will mean lots of sunshine as we move into the Spring and Summer Terms so you will need to have applied sun cream of a high factor before the children come in and send them in with a good sun hat. However as we know the British weather isn't always kind so also have coats, waterproofs and wellies to hand. These small steps will make a big difference to what we can do in school in terms of getting outside as much as possible.

HEALTH AND SAFETY, HYGIENE AND ILLNESS

The safety of all the children and staff is my first thought in all of this.

Social distancing and good hygiene seem to be the best defences against the Covid-19 virus and these will be the areas that we will focus on the most.

We will be insisting on the children washing their hands and/or using alcohol gel as they arrive at school and in between each session.

Please do not send your child to school if they exhibit Coronavirus symptoms. Children over the age of 5 are able to access testing and I would advise that this is carried out. Details on how to do this are available on the Gov.uk website.

If a member of the family exhibits symptoms, all members of the household will need to self-isolate so your child will not be able to attend school for a period of 10 days or until a negative result is received following a test. Any child that shows Coronavirus symptoms in school will be isolated in a clean empty room until parents are able to collect them. If a child becomes unwell at school, they will need to be collected urgently so please make sure that this is possible and that your contact numbers are up to date.

MANOR MINORS

We will continue to run Manor Minors as we have been doing throughout this academic year. All previous bookings have been CANCELLED. Please email any bookings for after school or breakfast club to mtoa@manorpark.dorset.sch.uk. All bookings must be made a week in advance and you must have received confirmation that a place has been allocated.

THE SCHOOL OFFICE

In order to keep the face to face interactions with the office staff to a minimum, the foyer will remain closed and our preference is for you to email or phone the office with any queries etc you may have.

Finally, I do appreciate that for those of you who have not been able to send your child to school recently, this may be daunting to you and your child to return yet again. However, please be reassured that we will have a strong focus on wellbeing and settling back in and will very much be moving at the children's pace.



Finally the DfE guidance states that attendance from the 8th March becomes mandatory but I hope that this letter gives you the confidence to send your child to school. If you have any concerns then please contact us so that we can support you and your child through this.

Yours sincerely



Mrs M Pallister
Headteacher

Rota of Drop off and Pick up times and places as of March 2021

	Class	Entrance to be used	Gate	Drop Off Time	Pick up Time
Year 4	Panda	Side Gate by Year 4	2	8.30am	2.30pm
	Turtle	KS1 playground gate	1	8.30am	2.30pm
	Eagle	Double Gate on Field	3	8.30am	2.30pm
Year 3	Otter	Side Gate by Year 4	2	8.35am	2.35pm
	Tiger	KS1 playground gate	1	8.35am	2.35pm
	Owl	Double Gate on Field	3	8.35am	2.35pm
Year 2	Meerkat	Side Gate by Year 4	2	8.40am	2.40pm
	Penguin	KS1 playground gate	1	8.40am	2.40pm
	Kingfisher	Double Gate on Field	3	8.40am	2.40pm
Year 1	Hedgehog	Side Gate by Year 4	2	8.45am	2.45pm
	Octopus	KS1 playground gate	1	8.45am	2.45pm
	Parrot	Double Gate on Field	3	8.45am	2.45pm
Reception	All Reception classes	KS1 playground gate	1	8.50am	2.50pm
R-Y3	BumbleBee Class	Side Gate by Year 4	2	8.50am	2.50pm
Pre-School		Pre-School entrance	4	Session 1 9.00 - 12.00am	Session 2 12.00 - 3.00pm



Map of drop off and collection points

