



Stokeinteignhead Primary School

Stoke Road, Stokeinteignhead, Devon, TQ12 4QE

Tel: 01626 873208

Email: admin@stokeinteignheadschoo.org

www.stokeinteignheadschoo.org



Inspired by the world in which we live.... being curious, respectful, resourceful and determined

CHANGES TO RISK ASSESSMENT PROCEDURES

Dear Parents and Carers,

Thank you so much for your patience as we ease everyone back to school; it has been lovely seeing all the children again. As you will no doubt appreciate, we are busy ensuring that our procedures, as laid out in our risk assessment, are working to keep everyone - children, parents and adults - safe at this time. We have been observing how things have been running this week and, with the national changes to social gatherings announced earlier this week, (restricting gatherings of more than 6 people), we would like to alert you to some slight changes below. Your full co-operation and understanding would be very much appreciated.

Please be aware of the following:

Drop off/Collection Timings: Slight changes as follows:

	Bubble 1 ONLY Ash and Maple Class (Year R to 2)	Bubble 2 ONLY Willow and Beech Class (Year 4 to 6)	Siblings in different bubbles
Drop off	8:50am	9am	8:50am
Collection	3:20pm	3:30pm	3:30pm

- If you have any difficulties with timings, please let us know as we may be able to help. We appreciate that people are juggling lots of different timings and we will try to support you if we can.

Drop off/Collection Arrangements:

- Gates will open ready for those with children **only in Bubble 1** dropping off at 8:50am. **Please do not arrive any earlier than 8:50am or congregate on the pavement or road outside the school.** We have risk assessed the drop-off and collection procedures in line with new guidance and need to adhere to our plan to ensure the safety of the school community but also our neighbours. We are held accountable for our risk assessments and need your help to make sure it works to avoid fines and repercussions. We appreciate timings may be tricky, but we are keen to avoid large groups of people outside the gate. The road will also be open again soon and it is usually very busy with school traffic at this time, so it will be unsafe to have large groups of people in this area. Your co-operation with this is appreciated.
- **For those with children only in Bubble 2, please arrive at 9am and no earlier.** This gives those dropping for Bubble 1 a chance to exit the playground without bumping into other people.
- **For siblings in different bubbles: please drop at 8:50am and collect at 3:30pm. Please do not arrive any earlier than 3:30pm to collect at the end of the day.** We have arrangements in place to keep the younger siblings in the classroom until 3:30pm as we do not want people to wait around on the playground.
- **Please do not spend any longer than necessary on the playground;** whilst we want to be welcoming and friendly and whilst we have missed seeing everyone, we ask that you leave promptly to allow the free flow of people on and off the premises. Given the new Government guidelines on restricting social gatherings of more than 6, please be aware that we will be asking you to move off the playground as quickly as possible.

- **Please maintain social distancing measures** whilst on our playground.
- **Only one adult to drop off/collect the children.** This is to minimise the number of people on the playground at any one time. You will also see that the works to install the play equipment is also under way which limits our space a little further.
- **Please do not wait for other children/friends of your child to come out of different bubbles on the school playground.** If you are arranging play dates after school as a family, please arrange meeting points off the school playground. If you have arranged for another person to collect your child, please notify the school office.
- **The children will be asked not to run around on the playground or the terracing at the end of the day.** We now only have ten minutes between arrival and departure times between each bubble, so once you have collected your child, we politely ask that you keep your child with you and make your way off the playground.
- **Please do not allow the children to ride their bikes, trikes and scooters on the playground.** If they have ridden to school, we ask that they wheel this off the playground before getting on them to ride home.
- **Children in Beech Class will now enter via the side entrance near the hall.** Please follow playground signage.

Parking

- **The village hall car park is available for use at drop-off and collection times.** Please use this facility where possible and avoid parking on the road through the village or anywhere that may cause an obstruction for the villagers who live nearby, particularly parking opposite driveways which may make it difficult for them to get their vehicles in and out or for deliveries to take place. We respectfully ask that you avoid using private driveways to turn your vehicles. We have worked extremely hard to build positive relationships within the local community and our neighbours are very accommodating of our requests, especially at the moment with our playground work, and we are keen to maintain their support.
- **The Church House in car park is also available for parking,** but they are also having to operate their own Risk Assessment procedures as part of the COVID-19 guidelines and we need to make sure that we are supporting them to make this work. **The car park will be open in the morning from 8:30am until 9:15am. The school will be locking the car park gate at 9:15am so please make sure you have vacated the car park by this time.** It will also be open at the end of the day for drop off and collection. We do, however, ask that you are considerate of the following:
 - This is private property and the landlords are allowing us to use this space free of charge, for which we are extremely grateful.
 - The car park is only for dropping children at school; if you are walking a dog or planning to go elsewhere, please use alternative parking so that you do not get locked in.

We know that it seems like there are a lot of rules at the moment and do not wish to cause any upset for people. However, we will have to enforce the procedures set out in our risk assessment for the safety of all of our families who have different levels of vulnerability. Our access to the school makes it more difficult to implement other measures, such as one way systems to help reduce the volume of people, so your co-operation with the points outlined in this letter is appreciated.

Thank you so much for the support you have shown us this week. We very much look forward to welcoming you all once again on Monday. Have a lovely weekend.

Kind regards

Joanna Crathorne
Head of School