



# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton  
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839  
[www.ocklynge.co.uk](http://www.ocklynge.co.uk)

Dear Parents/ Carers,

Firstly, I apologise for any anxiety caused by the original plans for reopening in terms of the start and end of the day. This letter will explain how we will try to alleviate these pinch points and allow your children to access whichever school they attend on time.

We are intending to open the breakfast club and after school club in September immediately from 7<sup>th</sup> September, supporting paperwork for this is being emailed out with this letter. Please contact Lisa Boniface (Wrap around care manager) or Sandra Denton (DHT) if you have any questions about this. Their email addresses are:

[dentons@ocklynge.co.uk](mailto:dentons@ocklynge.co.uk);  
[bonifacel@ocklynge.co.uk](mailto:bonifacel@ocklynge.co.uk)

Further information contained in this letter relates to:

- Drop off and collection arrangements
- The arrangements for the first 2 days when the children going into years 4,5, and 6 will be with their teachers from last year.
- Reminder of existing plans

We are all looking forward to welcoming back the children of Ocklynge School. I will continue to update you with changes and improvements to the arrangements once we have started the new term. If you would like a copy of the whole school Risk assessment relating to our reopening, this can be obtained from the school office on request. Thank you.

Best wishes.

Jon Reynard.

## Drop off and Collection. Amendments to previous arrangements

### Drop off.

Gates will be open from 8.35 to welcome all children back to school. Parents should enter via their allocated gate as set out in the original document and wait on the area designated for their child's class. These will be clearly signed on each playground. If your child needs to be dropped off earlier than their allocated time, please ensure they enter via their designated gate (they must not cut across the grounds) and remain with the senior leader near the gate of entry on their playground. In this way, they can be left earlier than the designated drop off time to allow you to either drop off other children at other gates at Ocklynge or get to the infants schools. Children dropped off early will be supervised by the senior leader, then taken into school with the rest of their class at the correct time.

### Collection.

We have reviewed the procedures for collecting your children at the end of the school day in response to concerns raised by some parents.

We have made the following changes to ensure that children leave the premises with their parent or carer.

Gates will open 5 minutes before collection time. Parents should enter via their allocated gate as set out in the original document and wait on the area designated for their child's class. These will be clearly signed on each playground. Teachers will bring children to the playground and dismiss them from there. The children within each class **must stay** with their class teacher when being taken to the designated gate

We ask that parents are patient and remain on the playground and do not enter the building. We will do our best to get all children out on time.

⇒ Green Hub (3BF, 3H, 3GM and 3WM) will be on the year 3 playground from 3.25

Email: [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk)



# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton  
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839  
[www.ocklynge.co.uk](http://www.ocklynge.co.uk)

- ⇒ Purple Hub (3S, 3B, 4L and 4V) will be on the year 4 playground from 3.10
- ⇒ Red Hub (4G,4CK, 4N and 4LR) will be on the year 4 playground from 3.25
- ⇒ Blue Hub (5WS, 5F, 5HH and 5M) will be on the field at the MUGA from 3.25
- ⇒ Orange Hub (5LW and 5L) will be on the field at the MUGA gate from 3.10.
- ⇒ Orange Hub (6Bd) will be on the year 5 playground at the year 5 gate at 3.10.
- ⇒ Yellow Hub (6B, 6RA, 6Q, 6J and 6HH) will be on the year 5 playground at the year 5 gate at 3.25.

The waiting areas for the parents of children in these classes will be clearly signed. The spaces for parents to wait if they need to can be used at the end of the day but please ensure that you go to and remain in these waiting areas, do not enter the building, and once you have collected your child please leave the site via your designated gate as quickly as possible.

We apologise for the late changes, but our children's safety has to be our primary concern.

## The first 2 days back – Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> September

In order to maintain the drop off and collection system for the remainder of the year we would like each class in the new years 4,5, and 6 to enter through the designated gates as shown below. This way the children will only have one gate to remember. The time of drop off will be from 8.30, children will be collected by their teacher from last year from the playground. Collection on these days will be at 3.20 from the designated gate.

Classes (last years name)	Gate	Time
3S and 3H	Year 4 gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)
3GM, 3WM, 3BF, 3B	Year 4 gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)
4V, 4CK, 4G, 4N	Muga gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)
4LR, 4L	Muga gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)
5B	Year 5 gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)
5M, 5L, 5WS, 5LW, 5FH	Year 5 gate (senior leaders will direct these classes to their own space to wait)	8.40am and 3.20pm (gates open at 8.30am)

## Social distancing & face coverings.....

At the moment, we are not asking that children in Key stage 2 wear face coverings. This is line with the Government advice. However if this changes we will be in touch with you with revised guidance of our own.

Email: [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk)



# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton  
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839  
[www.ocklynge.co.uk](http://www.ocklynge.co.uk)

We would respectfully ask that you as parents do all you can to maintain social distancing at the school, gates and within the grounds at drop off and collection times. Thank you.

## Reminder of existing plans.....

### **OCKLYNGE: REMINDER OF INFORMATION FOR PARENTS ON THE FULL RE-OPENING IN SEPTEMBER 2020**

In line with the current government guidance we are planning to re-open Ocklynge to all pupils in September 2020. The school will be open to all pupils and the former attendance rules will apply from before Lockdown. We understand that you may have some concerns about sending your child back to school and some of you may be thinking about keeping them at home. However, government guidelines stipulate that all pupils must attend school, with only a few exceptions. The information below is taken from the Government guidance on attendance from September 2020.

*Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

## WHICH CLASSES WILL RETURN AND WHEN?

- All children will return to school in the week beginning 7<sup>th</sup> September. Their entry will be phased as described below.
- The current year 3, 4, or 5 will be spending the first 2 days of the new academic year, that is Monday 7<sup>th</sup> September and Tuesday 8<sup>th</sup> September with their current teacher and in their current classroom.
- This will give all a chance to catch up, start the pastoral support on our return and then say a proper goodbye before the children start with their new teacher in their new room on Wednesday 9<sup>th</sup> September.
- We have used this idea to also support the new year 3 children who will start on Wednesday 9<sup>th</sup> September. For this reason you will not need to collect pencil cases etc. that have been left in the classrooms when we locked down.

## WHEN CAN MY CHILD RETURN TO SCHOOL?

- All children in years 4,5, and 6 (in September) will start on Monday 7<sup>th</sup> September.
- Year 3 in September will start as described above.

## WHAT WILL THE CLASSROOMS LOOK LIKE?

- All classrooms will have the minimum amount of furniture in them to ensure easy cleaning and allow as much space between desks and chairs as possible. Desks will be in rows facing the front.
- All we are asking the children to bring in is a water bottle and a packed lunch if they usually eat one. They should also bring in a sun hat.
- They should not bring in their own pencil cases etc. as we will be providing all children with their own equipment pack.

Email: [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk)



# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton  
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839  
[www.ocklynge.co.uk](http://www.ocklynge.co.uk)

- Book bags and reading books will not be used initially
- It is expected the children will stay in their classrooms during lessons. However, we are hoping that the weather will be good and we will be able to use our wonderful outdoor areas for learning as much as possible.
- We will not be using the Music room or theatre in a timetabled way. Music and Spanish will both be taught by the teacher coming into classrooms.
- There will only be assemblies using 'Microsoft Teams', this is to reduce the risk of cross infection.

## WHAT WILL MY CHILD NEED?

- All the children returning should bring in their EpiPens and/or inhalers. The teachers (and the office) will keep a record of which children bring in these items and they will be kept in the classrooms as they were pre-lockdown.
- All children will need to bring into school the following items which are packed in a bag. Cloakrooms will be used within each bubble area.
  - Water bottle (water fountains will be turned off as these are a high risk infection area)
  - Lunch box
  - PE kit not to be shared, Children may be asked to come to school in PE kit on certain days, Teachers will inform the parents of children in their class
  - Sun hat & Sun cream if the weather is warm and sunny, a coat if cold and wet!

All of these items need to be labelled clearly with your child's name.

## WHAT SHOULD MY CHILD WEAR?

- Children must wear school uniform as normal. We will expect full and appropriate uniform in line with our policy.
- Our school jewellery policy still applies and long hair must be tied back (including boys).
- As we will be in the Early Autumn Term and hopefully the weather will be good, please apply sun cream to your child before they come to school and ensure that your child brings a hat to school.

## HOW CAN I COMMUNICATE WITH THE OFFICE OR THE CLASS TEACHER?

- Parents/carers will not be able to enter the school office and you will be unable to speak to class teachers directly.

Therefore, if you have any questions please email, use the dojo system or call the office and the message will be passed on.

## WHAT CAN I DO TO HELP GET MY CHILD READY TO RETURN TO SCHOOL?

- We are all looking forward to seeing the children again so please talk to your child about that.
- Continue to practice thorough hand washing and reinforce toilet etiquette, video from PHE ([guidance on hand cleaning](#))
- Teach your child how to sneeze and cough into a tissue, then throw it away. Use the slogan – 'Catch it, Bin it, Kill it'
- The children will be spending the first 2 days with their old teacher, this will help to settle them. Their new teacher or Head of Year will be messaging them too before the start of the year.

## WHAT CAN I DO AS PARENT TO HELP THE SCHOOL?

- All these new procedures have been put in place to ensure the safety of everyone.

Email: [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk)



# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton  
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839  
[www.ocklynge.co.uk](http://www.ocklynge.co.uk)

- Please can you ensure that you follow this guidance at all times, particularly around drop off and collection times and the use of specific gates and playgrounds for collection (details are given below)
- Please do not send your child into school if anyone in your household is showing any symptoms of Covid (new persistent cough, high temperature, tiredness and/or loss of taste). Or if they are generally unwell. Please inform the school office as necessary.

I hope from reading this letter you feel reassured that the steps we have put in place will ensure that our school community is kept as safe as possible, this includes the reviewed drop off and collection plans.

We are all very much looking forward to Ocklynge re-opening. We are confident that our children will be resilient, will be quick to adapt and with the support from our staff will enjoy coming back to school in September.

We all hope that we will be able to provide as normal an experience as we can on our full return in September. I will get all these plans posted on our website for your information.

Thank you for your continued support in this changing and ever challenging situation.

Yours Sincerely,

Email contacts:

*Jon Reynard*

Headteacher

Jon Reynard (HT)

Sandra Denton (DHT)

Sylvia Berhane (Safeguarding)

Stevie Bode (HOY Year 3)

Nicky Cavaliere (HOY year 4)

Zoe Linzey (HOY year 5)

Jo Hatt (HOY year 6)

Rachael Willer (SEnCo)

[reynardj@ocklynge.co.uk](mailto:reynardj@ocklynge.co.uk)

[dentons@ocklynge.co.uk](mailto:dentons@ocklynge.co.uk)

[berhanes@ocklynge.co.uk](mailto:berhanes@ocklynge.co.uk)

[bodes@ocklynge.co.uk](mailto:bodes@ocklynge.co.uk)

[cavalieren@ocklynge.co.uk](mailto:cavalieren@ocklynge.co.uk)

[linzeyz@ocklynge.co.uk](mailto:linzeyz@ocklynge.co.uk)

[hattj@ocklynge.co.uk](mailto:hattj@ocklynge.co.uk)

[willerr@ocklynge.co.uk](mailto:willerr@ocklynge.co.uk)

Email: [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk)