



Dear Parents and Carers of Reception and Nursery Key Worker children,

We look forward to welcoming your children back on **Wednesday 10<sup>th</sup> June 2020**. This letter is to explain to parents and carers of Reception and Nursery Key Workers that **have confirmed** their child will come back, the details and arrangements you need to be aware of and **must adhere to** from Wednesday.

As I am sure you will appreciate, there has been an immense amount of planning and preparation in order to ensure our school environment is as safe as possible for children and staff to return in the context of COVID-19, and that we meet all the many new guidelines in place. In order to minimise risk to children and staff, these new guidelines will be strictly implemented, and we will not be able to work in the flexible way we have previously. We hope you understand that these procedures are not to make things difficult for anyone. They are to keep the children and staff as safe as possible.

### Bubble Organisation and drop off/collection arrangements

You will be sent an individual text to inform you which 'bubble' your child is in from Wednesday. As explained in previous letters, there will be a maximum of 10 children in each bubble and they will not mix with children from other bubbles during the day.

The table below clarifies the details that apply to your child. Please note that for health and safety reasons, **we cannot accommodate your child if you are late for school**. These entry procedures for children are very important and there will be **no entry into the building at any time for parents**. Please ensure that **only one parent or carer brings your child to school** in order to keep numbers of adults on site to a minimum. There will be a bubble sign where your child will need to meet with their teacher. Once you have brought your child to their designated entrance, you will be asked to leave your children with their bubble group and **leave the school grounds immediately** by the nearest exit. Once all the bubble children have arrived, they will be escorted to their classroom one bubble at a time. Due to the numbers of children we have coming back, there will be different **staggered time slots** for each bubble for both drop off and collection of your child. You must stay within your allocated time and please **do not arrive early** to school as there is no waiting on the playground at any time. If you miss your allocated time, your child will not be able to enter school with another bubble and you will need to take your child home. **Your child will need collecting at the time stated below.**

We request that you social distance with other parents **whilst** you are on school premises at all times. **The school office will be closed to all parents and carers and the door will not be opened if you turn up without an appointment.** If you need to contact the school office at any time, please phone or email.

Bubble Name	Bubble Adults	Days Attending	Drop Off time	Pick Up Time	Drop off Point
<b>Bubble RA</b>	Miss Murphy Miss Dexter	<b>Mon – Thurs</b>	<b>Strictly 9.30am</b>	<b>Strictly 3.00pm</b>	<b>Reception Gate Look out for the sign</b>
<b>Bubble RB</b>	Mrs Brewster Miss Chandni	<b>Mon – Thurs</b>	<b>Strictly 9.30am</b>	<b>Strictly 3.00pm</b>	<b>Reception Gate Look out for the sign</b>
<b>Bubble RC</b>	Mrs Murphy Miss Ashton Mrs Manborde	<b>Mon - Thurs</b>	<b>Strictly 9.30am</b>	<b>Strictly 3.00pm</b>	<b>Nursery Gate Look out for the sign</b>



## School Uniform

- We ask that all children attend school in full school uniform from Wednesday wherever possible. It is recommended that children wear lighter clothes so their summer uniforms should be perfect. Children should not bring a bag to school and, if the weather is dry and warm, they should leave their coats and jumpers at home as we will not be using coat pegs or lockers during this time.
- If your children have outgrown some of their uniform, we ask that they attend school in similar alternatives until you are able to replace them.

## Lunches and water bottles

- Children's lunches will be eaten in their classroom or in the hall within their bubble.
- All children will be able to order a school lunch each morning when they register in their bubbles. Taylor Shaw will manage our provision so unless your child attends with their own packed lunch we will ensure they order a school lunch.
- All children will need to bring their own labelled water bottle every day. The children will have access to these throughout the day. The children will bring these home every day for washing. If a bottle cannot be provided, we will provide a one use, disposable cup for the children to use which will be thrown away each time.

## Classrooms and time outdoors

- Access to classrooms is solely restricted to pupils and staff from their respective bubbles throughout the duration of the school day. Each bubble will be strictly socially distanced from all other bubbles.
- Non-essential furnishings and play resources will be removed from all classrooms.
- As we are limiting bubble sizes to 10, we will distance tables and chairs in each bubble classroom so that even when working in groups, children will not sit next to each other. We cannot guarantee social distancing in each bubble, especially in early years and key stage one.
- Where possible, pupils will be designated a specific chair/table space and will not be permitted to relocate or switch tables.
- Wherever possible, children will have their own learning resources to use. E.g. children will have their own stationary, and learning books in a labelled tray on their tables.
- Classroom windows will remain open throughout the day to provide increased ventilation
- Non – hazardous cleaning sanitary spray and disposable cloths will be provided to each classroom teacher/teaching assistant to allow staff to sanitise tables and chairs throughout the school day where required.
- All Early Years resources that remain in each bubble will be cleaned daily.
- Lockers, coat pegs and lunch trolleys outside the classroom will not be used in order to avoid children gathering on the corridors. All children's belongings will be taken into the classroom, including any packed lunches.
- There will be a timetable in place to ensure we maximise the use of the outdoor space. All bubble groups will have regular times outside at staggered intervals to ensure bubble groups do not mix.
- Outdoor play equipment allocated to pupils will be cleaned and sanitised after use by each group. The equipment, under no circumstances, will be used by the next group until this process has been completed.

## Hygiene

- Pupils will be required to wash their hands at increased frequencies throughout the day. This will include specific identified times including on arrival each morning, pre-break or outside, post-break or outside, pre-lunch, post lunch, end of school day.
- Boxes of tissues will be provided to each classroom and pupils encouraged to follow the 'catch it, bin it, kill it' ethos.
- In addition to fixed hand sanitisation units strategically positioned at building entrances, each classroom bubble will be provided a refillable bottle of hand sanitiser designated for their room/bubble only. This will be replenished each evening.



## **Toilets**

- The Reception and Nursery classrooms have their own toilets, and these will be specifically for their use only. Under no circumstances are pupils permitted to use any other toilet than is allocated, to this there is no exception.
- Pupils toilet use will take place on a one or two pupil at a time basis so there is no crowding.
- Pupils will be supervised by staff at all times who will travel to and from the designated toilets. They will ensure social distance measures are maintained throughout the school at all times.
- Children **MUST** wash hands and sanitise immediately after using the toilets.

## **Staffing and managing illness**

- In the event a pupil or staff member becomes unwell, there is a designated isolation room at the school. Any pupils who become unwell while in school will be escorted there immediately. The designated first aider will supervise and wait with the pupil until their parent can collect.
- PPE equipment is available for staff supervising children suspected of being unwell.
- Please remember that if you or anyone you live with experiences COVID19 symptoms at any time, you must report this immediately to the school. We will arrange testing and ensure that your child and their 'bubble' go into self-isolation immediately.
- As every member of staff is deployed to support our wider reopening as much as we can, we have very little capacity to cover if a member of staff is off school ill and we will not be able to cover in the way we usually would. Due to the new 'bubble' system and health and safety precautions, it may mean that your child's 'bubble' cannot come to school if their bubble staff are not well enough to attend school. If this happens, we will let you know as soon as possible.

## **Behaviour expectations**

- A revised behaviour policy and class bubble expectations will be in place for all children. This will be explained and shared with the children on Wednesday and reinforced regularly. As always, we will be taking a positive approach to managing the children's behaviour.
- We understand that some children will find the new routine and expectations in school a huge adjustment. Please be assured that we will do our best to help the children understand that these are essential due to health and safety implications for them and others in school
- If a child is able to socially distance and maintain hygiene standards but chooses not to, their parents will be called and they may be sent home as we all need to be safe.
- If you can, please explain some of the expectations in this letter with your child before they attend on Wednesday. We appreciate your support in ensuring the children understand the importance of these new procedures and routines in school.

The staff team have planned a lovely few days of activities for your children to welcome them back to school. Despite all the new and strict procedures in place to ensure the highest safety standard, we hope the children will enjoy the time they have back with their friends and staff in their bubble.

Thanks again for all your support, understanding and patience while we have been planning for our wider reopening of the school. If there is anything urgent you need to know before your child attends on Wednesday, I will be available along with Mrs Helliard, Miss Wallace and Miss Wilkinson outside of school on Wednesday morning.

Best wishes

Mr Carroll  
Principal