

## Letter to Parents of Reception Children

Tuesday 1<sup>st</sup> September 2020

Dear Parents and Carers,

I hope that you are all well and have had a healthy and happy August. We are looking forward to having every year group back at school and our plans are in place to ensure that we are as Covid secure as possible, whilst balancing the needs of the children, staff, parents and community. We have taken account of the guidance issued by Government and the additional safeguards offered by Devon County Council. This includes our Risk Assessment which has been added to the school website.

I sent the following information out (below) to parents in July, but I know from the questions that we have been asked that there is a lot to take in, and that not everyone has had the opportunity to read it fully. At the end of this information is a section relating specifically to reception classes and is based on the questions you have been asking us.

The protective measures that we will be taking fall under two headings: **Prevention** and **Response to any Infection**. For our systems of control to work effectively, we need your support.

### Please read the following carefully, including the **map** on page 4:

#### Prevention:

1. *Minimising contact with those who are unwell or who live with someone who is unwell* - we will be asking you to **not attend the school site** if you or a family member has the **symptoms of coronavirus**. We will follow the advice of Public Health England (PHE) if there are confirmed cases in the school community.
2. *Cleaning hands thoroughly more often than usual* - we are very used to this routine in school and the children currently on site **wash their hands before coming to school** and on entry to the school building. Then throughout the day.
3. *Use of "Catch-it, Bin-it, Kill-it" to ensure good respiratory hygiene* - we will continue to support the children to learn how to deal with coughs and sneezes and would like your support on this. Our windows will be open to ensure good ventilation and we will be outside as much as possible.
4. *Enhanced cleaning* - this is already in place and is taken very seriously by our whole team.
5. *Minimise contact between individuals and maintain social distancing where possible* - this is where we have made decisions based on the age of our children, the school site and staffing considerations. The following plans are being put in place:

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- The children are expected to be **back in their school uniform** as there is no longer an expectation that it needs to be washed every day.
- Children are **encouraged to walk or cycle to school**. Public transport should be avoided if possible, but where it is not possible masks must be worn.
- We will have a **staggered start** to the day, with children from different classes in each year starting and ending their days at 10 minute intervals. As an Infant school, all children enter the premises with an adult and this means that there are a large number of adults all waiting in one area. We do not think it is appropriate for parents to drop their children off at the school gate and think they should be able to bring them to their year group door for a handover. Parents must maintain social distancing when entering gates and waiting on the playground. By staggering the start for classes we can limit the number of people in a small space. The timings are as follows:
  - Nursery: 9am – 3pm
  - Squirrel Class (RS): 9.05 – 3.20
  - Rabbit Class (RR): 8.55 – 3.10
  - Hedgehog Class (RH): 8.45 – 3pm
  - Bumblebee Class (1BB): 8.55 – 3.10
  - Dragonfly Class (1D): 8.45 – 3pm
  - Butterfly Class (1B): 9.05 – 3.20
  - Seahorse Class (2S): 9.05 – 3.20
  - Turtle Class (2T): 8.55 – 3.10
  - Dolphin Class (2D): 8.45 – 3pm
- We understand that there may be timing issues for parents with more than one child at this school or across both schools. We will be as understanding of this as possible. Please contact us if any difficulties arise.
- At the bottom of this letter is a **map** showing the gates you can use for entry and exit. Classes will post videos by early September on Tapestry and Seesaw (where appropriate) for the younger children to help them visualise the entry to school
- Only **one parent should attend the site** at a time, and should **only enter the building if an appointment has been made**. We understand that young children sometimes need their adult to help them settle, especially early on in the term. We will be mindful of this and do what we can to ensure that children feel comfortable before their parents leave.
- Children will still be able to interact together inside the building with their classmates and outside in the playground with their year groups. **Year groups will not mix or** use the same spaces after each other. This means that children will eat their lunch in their classroom to avoid moving around the building. They will have a **free school meal** provided to them in their classroom **or** children will be able to choose to bring **their own packed lunch** if preferred. The lunch break will be shorter than usual which means we can utilise additional teaching time and ensure cleaning routines are maintained.
- We will use the outside areas as much as possible to allow children to have lots of space. For this reason, it is important that they have the right clothes; **a labelled warm, waterproof coat and labelled wellies**. We will encourage children to only use their allocated year group toilets.
- To limit risk all children will also need **a named water bottle** and **a named bag**, but we ask all parents and children not to bring any unnecessary items into school.
- PE will still take place but we will try and run it outdoors as much as possible. **On the class PE day**, children will be asked to **come to school in PE kit; joggers and trainers, a woolly hat and gloves if cold**. If it is raining, we will split the class into two to enable them to have as much space in the hall as possible. PE will take place on **Tuesday for Year One** Children, **Wednesday for Year Two** children and **Thursday for Reception** children.

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- We will risk assess each of the curriculum activities that takes place in a different location to ensure we can minimise risk as much as possible. This includes the Forest School, the computer room, the children's kitchen, the Link room and the Art room.
  - Singing and assemblies are not advised. Year group assemblies may be possible. Our usual offer of **after school clubs will be severely limited**. We may be able to offer some clubs to specific year groups. This has not been confirmed as yet but we will let you know as soon as we know more.
  - **FISH** before and after school club will be available and will be operating from the school canteen, where year groups can be kept separate. **See the website for contact details.**
6. *Where necessary, wear PPE* - we will follow guidance and if we are unable to maintain a 2m distance while caring for the child showing COVID symptoms, we will don PPE. We have a room to isolate children from others, although be assured, we will make sure that an adult, known to the child, stays with them while they wait to be collected.

## Response to any infection:

1. *Engage with the NHS Test and Trace process* - as part of our school community you will need to:
  - **book a test if you are displaying symptoms**. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - **provide details of anyone you have been in close contact with** if you were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - **self-isolate if you have been in close contact** with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
2. *Manage confirmed cases of coronavirus (COVID-19) amongst the school community* - we will take swift action if we become aware that there has been a case in the community. We will follow the advice of Public Health England in these circumstances.
3. *Contain any outbreak by following local health protection team advice* - we will contact the local health protection team if we are aware that there has been an outbreak in the school community. **You may be asked to self-isolate if this is the case.**

## **Reception Classes Q&A:**

### When is my TEAMS meeting with the class teacher scheduled for?

You have been sent a time for your meeting either on Monday 7<sup>th</sup> or Tuesday 8<sup>th</sup> September. We will send you an email link to the meeting once you have confirmed that you can make it by the end of the week.

### Timings for half days - which days are they, what time do I drop off and collect my child?

The children will start school on Wednesday 9<sup>th</sup> September. On Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> their hours are:

Squirrels: 9.05 – 11.35am, Rabbits: 8.55 – 11.25am, Hedgehogs: 8.45 – 11.15am.

On Friday 11<sup>th</sup> September the children will stay for lunch and will need to be collected from their designated area at the following times:

Squirrels - 12.30pm, Rabbits - 12.40pm, Hedgehogs - 12.50pm.

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When do they start full time?

*From Monday 14<sup>th</sup> September they will attend full time as outlined in the section above.*

Do they wear uniform on these days?

*Yes please.*

How do parents order lunch?

*The children will choose their lunch using the lunch board which will be placed in the outside area (unless raining). Please only touch your own child's name card to prevent the spread of the virus.*

Can I have a copy of the menu?

*You can find a copy of the menu on the school website*

What do children need to bring to school?

- *their own packed lunch if they are not having a school meal*
- *a labelled warm, waterproof coat and labelled wellies*
- *a sunhat (if sunny. Suncream should also be applied before leaving home)*
- *a named water bottle*
- *a named bag with a change of clothes in case of accident.*
- *on Thursdays PE will still take place. Children will be asked to come to school in their PE kit; shorts or joggers and trainers, a woolly hat and gloves if cold.*

*See the paragraph above for more details relating to this. You do not need to send your child in with stationary. We will provide this.*

What do I do if I am dropping more than one child?

*You can walk across areas of the playground if you are dropping more than one child. Please be very aware of closing gates behind you, and maintaining a 2m distance from other adults and children. Please try and prevent your child from mixing with children in other year groups wherever possible.*

Where should I bring birth certificates for copying?

*We will contact you with further information about this as soon as possible. Some families have scanned copies and emailed them to us but we are aware that not all families are able to do this.*

We have been working on a new curriculum for September based on getting to know each other, establishing routines, supporting mental health and learning how to be together again. Our partnership, school and parents together, needs to be strong in order for our children to flourish despite the restrictions placed upon us by this global pandemic. In normal circumstances you would be able to chat to your child's new teacher in an informal way. This is going to be more difficult in the current situation so our year group email addresses will still be available so that you can still have those conversations. A phone call is also an option. Please don't sit at home worrying or hesitate before letting us know about an issue that might affect your child. When emailing the year group support addresses, please state your child's name and class as the subject.

Our contact details are:

- Reception: [receptionsupport@ladysmithfederation.net](mailto:receptionsupport@ladysmithfederation.net)

Our admin address is: [infant.admin@ladysmithfederation.net](mailto:infant.admin@ladysmithfederation.net) and our phone number is: 01394271596

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We look forward to seeing you shortly for what promises to be an exciting and fulfilling term ahead!

Kind Regards,

Emma

**School Map to show entrance and exit points for classes**

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