

## **Guidance for parents**

Written 28<sup>th</sup> August 2020

### **Dear Parents and Guardians,**

It is great news that all children are returning to school this week and we are all excited to welcome you back. However, as we have come to expect recently, there will be a host of health and hygiene measures in place for the safety of pupils, staff and parents. At the time of writing, we believe this will be the way we will be working for the autumn term, but if there is any change to social distancing, or there is possibly a second spike, we will of course be changing our guidance accordingly.

### **Teaching of children**

Firstly, your child will be in their class group (bubble) of 30 pupils. This group will stay together throughout the school day and will not mix with any other class bubbles. Break times and lunch times will be staggered. Staff are permitted to move between groups but this will be limited to essential teaching only and adults will stay distanced from each other, and at least a metre from older children.

Staff will not be able to use the staffroom, they will be encouraged to work from home when they are not in front of their class and they will have their temperatures taken on arrival each day. Staff leaving their bubbles to move between offices, classrooms and communal areas will be wearing face coverings. Teachers and TAs, within their own class 'bubbles' will not be wearing face coverings as a general rule, however some may opt to do so for personal reasons. If a member of staff is working closely with a child, for any length of time a face shield may be used by the adult. Full PPE will be worn for tending to a sick child or a child's personal care needs.

Whole school assemblies, after school clubs and extracurricular music lessons will unfortunately not go ahead; however, this will be reviewed at half term. Swimming may be able to take place but this is dependent on the risk assessment conducted by Rose Hill School. Peripatetic teachers, volunteers and parents will not be permitted in school for the Autumn term. Therapists will be permitted in school with the correct PPE and risk assessments in place.

There will be a whole school 'virtual' assembly on Monday and Friday mornings for Mrs Owen to deliver key messages.

### **Nursery and Reception: a message from Mrs Gale, Early Years Leader**

Thank you to all of the parents who have engaged with Tapestry over the summer, it has been so lovely to see the children enjoying their holidays and it has been really useful to have your feedback about the transition materials. If you have been unable to log on to Tapestry, please contact Jo Sheldon who can liaise with me to arrange this, as Tapestry will be integral to our partnership with you as parents moving forwards.

The team have been working hard on the classroom and outdoor environments over the summer and we are very excited to have the children arrive to enjoy them soon. A big thank you to Lucy Monk who has created an amazing reading nook for the nursery children to enjoy.

Please remember to drop off and pick up during your allotted time – this is so important to allow us to maintain distancing between adults. Please be patient with children who may find it difficult to enter the setting during those first few weeks. We will be unable to have long conversations during drop off as our focus will be on the wellbeing of the children – so anything you need to handover, please email to the office or add to Tapestry. Though our face-to-face conversations will be limited, please 'Tell Us First' if you have any concerns by emailing the office. We will be using Tapestry to keep you updated of your child's adventures and progress.

Reception children will be permitted to bring in their book bag and a bag with spare clothes/underwear. Nursery and Reception children will have a peg on which to store their belongings. Reception and Nursery children do not need to bring a pencil case. We are awaiting a start date from our Fruit and Veg supplier and will update you on Tapestry prior to the start of term regarding snack.

Any other questions, please do not hesitate to contact Jo or the office, who will forward the email onto myself.

### **Dropping/Collecting Children**

Dropping and collecting children is staggered for social distancing purposes. See timings below. If you are dropping or collecting from more than one bubble, please wait on the front field at least a metre plus from anyone else until the correct time. **Children are not permitted to play around the shed by the Nursery entrance.**

There will be clear access instructions on the gates to the school. These MUST be followed for the safe and smooth passage of adults and children around the site. Details for your year group are below.

Sadly, we can only allow one parent per family to drop-off and pick-up. Please follow the signage.

- **Nursery/Reception** children to safely wait outside Nursery gate in designated line, where staff will collect the children. *Please hold your child's hand whilst you wait, as the car park will be in use.*
- **Year 1 and Year 2** children to safely wait outside the front office door in designated line, where staff will collect the children. *Please hold your child's hand whilst you wait, as the car park will be in use.*
- **Years, 3, 4, 5 and 6** to wait outside their classroom in a distanced line. Parents to say goodbye at the wooden gate or ideally the bottom of the school drive.

Children will be asked to either sanitise or wash their hands on entrance and exit of the school and classroom as well as before and after handling food.

Please be aware that after this long break, younger children may be reluctant to enter school, so please allow additional time at drop off in the first few days and be patient with any parents and children that may be struggling.

Do not walk with other families and please follow the 1 metre + guidelines on the approach to school and on site.

All children and parents enter on the left hand side of the drive- the red path by the fence, and exit on the bike shelter side of the drive- the blue path. This is the same for Beehive users.

There is a new fence around the front of the building, which Nursery, Reception year 1 and Year 2 parents must follow. On exiting, you must then cross the car park to follow the blue lines out.

KS2 parents walk up the red path, say goodbye at the wooden gate then use the crossing to leave the school site on the bike shelter side of the driveway.

<b>Class</b>	<b>Entry point</b>	<b>Arrival time</b>	<b>Exit time</b>
Nursery	Nursery Gate	8.45	3.30
Reception	Nursery Gate	8.30	(From 21 <sup>st</sup> September) 3.00
Year 1	Front Door	8.35	3.05
Year 2	Front Door	8.55	3.25
Year 3	Wooden Gate	8.35	3.05
Year 4	Wooden Gate	8.40	3.10
Year 5	Wooden Gate	8.25	2.55
Year 6	Wooden Gate	8.50	3.20
Beehive	Beehive entrance	Before 8.30	After 3.15

### **Lunch Arrangements**

Lunches will be eaten in classrooms so children can remain in their 'bubbles'. Nourish Caterers will be providing 'hot box' meals that can be delivered by Midday Supervisors. Reception, Year 1 and Year 2 children are entitled to a free school meal. Please book lunches in good time and contact the school office if you need any assistance with this.

## **Children's Possessions and Uniform**

Children can bring hand sanitiser for their own personal use. Tissues will be available in classrooms and every room will have a flip top bin for safe disposal. You may like to provide your child with their own tissues.

On PE days, children should come to school in their PE kit. Full school uniform is required on other days. Coats will be required as the weather is beginning to change and all break times, regardless of weather conditions, will be outside.

It is strongly recommended that children do not bring in mobile phones, as we cannot safely store them at this time. If they do bring them, it is understood that it is at their own risk. Phones must be turned off upon entry to school and will remain in their bags and stored under their desks until the end of the day. The school will not be taking any responsibility for them. Bags must be small as they will be stored under tables.

## **Beehive**

This can be booked via gateway. We will run two bubbles; Early Years/KS1 together, and KS2. We will be using the hall as well as the Beehive rooms to keep the bubbles separate.

## **Illness**

Children should not attend school if unwell in any way, as the list of coronavirus symptoms has been extended. If they are showing any symptoms that could possibly be coronavirus, you will need to book a Covid-19 test online and abstain from school until you have received the result. On receipt of the test results, please inform the school who will guide you on next steps.

If your child shows any symptoms of illness during the school day, they will be taken to the isolation room to be supervised by an adult in protective clothing. This of course may be unsettling for your child, so we will be calling you to collect as promptly as you can.

## **School Contact Arrangements**

We regret that parents will not be able to have face-to-face contact with teachers at this time. In accordance with our current policy, please 'Tell Us First' if you have any concerns. This should be through the school office email or by phone in the first instance. The class teacher will call you back. If you feel the issue has not been resolved, please contact the office again who will send your query to the relevant member of senior leadership.

There will be no parent drop in sessions after school, at least until half term, so please use the school office for any communication.

Parents are asked to either email or call the school office with enquiries. There will be a box under the front office canopy for parents to leave any letters or notes for the teacher.

## **Other Important Information**

You will have received a 'Welcome to Year' letter for your child. Please read this through with them. The school experience will feel very different, once again, so it is important that they are prepared.

Our behaviour policy will be amended for this time and this will be displayed on our website in September. If you feel your child may struggle to adhere to the new rules in place, please make a telephone appointment with me.

Thank you as always for your continued support. We are currently living through challenging times and we are all feeling our way through this, so your patience and understanding is very much appreciated. If you have any queries please email the school office.

Regards

Mrs C Owen

Head Teacher