

# Littlehaven Infant School



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15<sup>th</sup> July 2020

Dear Parents and Carers,

## School Opening Plans – September 2020

As the term draws to a rapid close, I wanted to share our plans for every child to return to school in September and beyond. We have been carefully planning how we can best implement the most recent government guidance released to support schools to plan for September and I have to say it has been a mammoth task but we do have a plan ready to share with you.

Two key aspects of the guidance focus on hygiene and the grouping of children, which has also been our focus since more children returned at the start of June. In many ways September will look and feel much like it did before lockdown. We have amended our current plans so that there are systems in place for hand washing, additional cleaning and how and when we will share resources. We have also spent time looking at what our curriculum will look like and how we will ensure that we continue to provide a broad and balanced curriculum.

In summary the school will be run as follows:

Peacock and Kingfisher classes will mix across the reception bubble due to the early years' curriculum being taught. As part of the continuous curriculum they will share our large outdoor area.

Children in Robin, Goldfinch and Woodpecker class (year 1/2 classes) will spend much of their time in school with their own class but may mix at certain times with children in other classes. This could be for activities such as phonics sessions, intervention groups, outdoor learning, playtimes and lunchtimes. When classes are mixed indoors we will adhere to the social distancing recommendations as far as possible.

Reception and Year 1/2 classes will be treated as separate bubbles and these bubbles will run as separate groups within the school. Each bubble will have staggered break times and lunchtimes.

This set up allows for children and staff to work across these year groups and for much of the normal running of the school to resume as before.

The practicalities:

Our current one-way system and process where children go straight into class has worked really well and has created a much calmer start to the school day.

In September we are going to continue this system but rather than giving specific classes different drop-off times we are giving a longer period for you to drop your children at school. Please avoid arriving before the school gates open so that we do not build a queue outside.

We hope that this extended arrival time will provide sufficient time for a social distanced and gradual arrival into school. If this system does not work as we had hoped and everyone arrives together then we will revert to giving each class a separate arrival time.

### **Start of the School Day**

Children in year 1 and 2 may arrive at school **any time** between 8.45am and 8.55am. After half term children in Reception can arrive **any** time between 8.50am and 9.00am. We have built in some overlap time to enable parents with children at Northolmes or in different year groups to have enough time to drop off safely. Once the gates are open the children will follow the one-way system and go straight into their classrooms and parents will leave the site following the one way system just as it is now. Staff will be on hand to support any children feeling wobbly so please do not worry.

Woodpecker and Goldfinch classes will enter school via their outside classroom doors, Robin class will enter via the year 2 door, Kingfisher and Peacock via the library door. Children will be given activities to do until the whole class has arrived. Children will not miss learning if they do not arrive until 8.55am (year 1 and 2) or 9.00am (reception children).

We expect every child to be in school and on time but on the very odd occasions when a child does arrive after the gates are closed please take your child to the school office.

Whilst using the one-way system please stick to social distancing. It will not be possible to have a prolonged goodbye with your child as this will prevent other children from accessing the classroom. However, staff such as Mrs Rayner and myself will be available to answer any quick queries.

### **End of the School Day**

Children in Year 1 and 2 will finish school at **3.10pm**.  
After half term children in Reception will finish school at **3.05pm**.

When you arrive to collect your child please come onto the playground; do not wait outside the school gates on either side of the road as this will cause congestion problems. Please wait in a space (please do not gather in groups) on the playground and please ensure that you leave the area along the marked out one-way system clear so people can safely leave the site along a clear route.

We ask that only one adult come on site to collect a child. Younger children must be kept with you and not allowed to run around or climb on any furniture or equipment.

Also, please do not wait or linger and chat outside the school gates. Once you have collected your children please leave the site immediately. This is particularly important for those of you with children in our reception classes unless you are waiting for a sibling. This is particularly important as parents with children in year 1 and 2 will not be able to enter the site until the playground is clear.

If you are collecting children from Year 1 and 2, please do not arrive at school before 3.10pm, to allow the majority of our reception children and parents to leave the area.

We are hoping that a benefit of the changes to drop-off and collection may mean that it is easier to park on the roads around the school as only half the parents will be arriving at any one time.

### **Communication with Staff**

Unfortunately, we cannot allow parents into the school unless they have a pre-arranged meeting. If you need to pass a message onto a class teacher or want to speak to them in more detail please write in your child's contact book, telephone the school (01403 260608) or email [office@littlehaveninfant.school](mailto:office@littlehaveninfant.school). Your child's class teacher will then contact you. Please use the post box located in the front door to leave any letters etc. for the office.

### **Procedures in Place**

- Children will continue to be asked to wash their hands on arrival at school, before and after break times or when they leave and re-enter classrooms.
- Staggered break and lunchtimes to reduce the number of children outside. Reception and Year 1 and 2 will have different sets of play time equipment,
- Additional cleaning of resources that need to be shared between different Classes.
- Additional cleaning of high-use areas during the school day.

### **School Uniform**

We have been more relaxed with our uniform rules during the last seven weeks but when we return in September I expect everyone to be in full school uniform and looking smart every day.

The guidance around COVID-19 in schools recommends limiting close contact as much as possible between adults in school and the children and one way you can support us in this is by ensuring that your child is able to manage their clothing and toilet needs. We ask that you practise, practise, please if your child struggles with this!

Don't forget to ensure that clothing is named and fastening are kept to a minimum. A stiff button has been the cause of many an 'accident'!

A few more reminders about uniform:

- Children must not wear boots or trainers as footwear. Please avoid laces unless your child can manage them independently.
- If your child's hair touches their collar, then it must be tied back. Please do not send your child in with big bows/slides in their hair, or headbands. We ask that

appropriate hair ties are plain blue/black or gingham.

- Your child will need a waterproof coat/jacket, wellington boots and their PE kit (black/royal blue shorts and a white T-shirt) in school please.

If you have any queries, details of our uniform can be found on our website

## Equipment

School provides everything that your child needs so there is no need to bring anything from home apart from your child's book bag. Please avoid attaching putting keyring/toys to the book bag. Children should not bring in toys, pencil cases or stationery from home.

## Illness

If your child is unwell please do not send them to school. If you suspect that your child may have symptoms of COVID-19 please inform the school and arrange for your child and your family to be tested as soon as possible. Your family must isolate until the results of the test are back. Please inform the school once you have your test results.

## What we will do if there is a suspected case of COVID-19

If a child become ill at school, they will be taken to our 'isolation room', which will only be used for suspected cases. It is ventilated and not our normal medical room. The child will be supervised by a member of staff who will wear PPE equipment. The parent will be called to come and collect their child. The child and their family will need to self-isolate and a test will need to be booked for the child.

The room will then be cleaned. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.

If a member of the school community takes a test and the result is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least seven days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Littlehaven staff will take swift action when we become aware that someone who has attended the school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the

school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious before asking them to self-isolate. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

I apologise for the length of this letter but it is important that everyone understands the new rules and procedures that will be in place from September to allow for a safe return of all our families and staff. However, please do not worry as we will be on hand in September to help you navigate these new drop-off and collection procedures.

Yours sincerely,



S. Anderson (Mrs)  
Headteacher