



**Wheelwright Lane Primary School,
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17th August 2020

Dear Parents/Carers,

I hope that you have all had a lovely summer and managed to get some well-earned rest. I know that you and your children will be looking forward to joining us from September and busy purchasing uniform etc. ready for the new term. These are still difficult times for everyone and I want to reassure you that staff are currently working hard to make sure that the first few days/ weeks back in school are reassuring and exciting for the children. Our staff training days are focused on making our curriculum fun and helping to improve children's social and emotional health.

I am pleased to let you know that, further to the government's announcement that schools will fully open from September, we are working hard in continuing to take the necessary steps to be ready to welcome back all of our children in September. Our robust Risk Assessment has been approved by the Local Authority and shared with Governors and staff and a short outline of the measures is contained within this document. The measures that were put in place since March have been successful so we have built on these as we move forward. Like many procedures they are subject to change depending on the changing nature of the pandemic we currently face. We will ensure that we keep you fully informed of any updates and procedures that may change via letter, email, newsletter and on our website so please keep an eye out for information. Some staff and myself are back in school making preparations so please telephone if you have individual concerns or queries.

The government is now encouraging all children to attend unless there is clear medical advice that your child should still be shielding. For the vast majority of children and young people, coronavirus is a mild illness. Some categories of children with specific serious health conditions should not attend. If you are unsure whether your child should attend the setting due to a health condition please contact your child's consultant and/or G.P. for guidance. They should supply you with a letter for school if they consider that your child should not attend.

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to fully open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

We are very fortunate in our school that we have 12 rooms, including nursery, available to us to keep children in their small bubbles so minimising the interaction between the bubbles. We also have extensive playing fields for the children to use within their bubble. We also have 5 sets of toilets again allocated to bubbles so minimising contact. Not all schools will have the facilities we have so provision will differ from school to school. We have three entrance gates and many entrance/exit doors throughout the building - all of which will be used as we move forward.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
- Keeping our children in class bubbles, where possible, and phase bubbles (to accommodate wraparound provision for some children), with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Using staggered break and lunch times to ensure children stay in their bubble.
- Children will eat lunches in their room and there will be a full menu available
- Children will take all their belongings and leave them in their phase cloakroom
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tabletops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.

- Asking children not to bring toys or other items from home to the setting. Teachers will inform parents/carers of items that will need to be brought in to school.

What can parents and carers do to help?

There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure and not bringing toys to the setting.

1. Follow Government guidance on what to do if someone in your household is suspected of having the virus <https://www.gov.uk/coronavirus>
2. Ensure that we have your up to date phone numbers so we are able to call you if your child becomes unwell with symptoms of the virus. You will be required to collect your child immediately to reduce the risk of infection in the school.
3. Help to prepare your child for coming back to school
4. Please do not enter the building. If you need to speak to a member of staff then telephone the office and a telephone appointment will be made for you.

Procedures

We will ask that one parent only brings their child to school. Parents can enter the site through the normal parents' gate and wait on the grass at the bottom of the path, keeping 2m apart. Once the main entrance door is open you can send your child in through this entrance. Once here they will be put into their class/phase group and they will stay with their group of children and a member of staff throughout the day. Parents will be informed of items that will need to be brought back in to school, eg. reading books, homework, etc.

We will stagger the start and finish time to keep all contact to a minimum as follows:

Year groups	Start time	Finish time
EYFS (Reception and Nursery)	See separate letters sent by Mrs Harris and Miss McNiff on Tapestry.	
Years 1 and 2	9.05	3.00
Years 3 and 4	8.55	3.10
Years 5 and 6	8.45	3.20

If you have children in several year groups then please bring/collect all of your children in the slot allocated to your eldest child - all staff in all year groups are on hand to receive the children. Our staggered approach is to keep adult interaction down to a minimum so we do not want parents/carers coming to the premises more than twice per day.

Testing All children who are attending a childcare/education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#).

Hybrid Learning If there is an outbreak (two or more children or staff) in our bubbles we will follow Public Health England's guidance and send the bubble home for the allocated time. During these times staff will continue to provide lessons on-line through TEAMS and Tapestry, the same as the system used last term. For Year 1 parents/carers TEAMS will be a new system and we will contact you in September to set this system up. For new Reception and Nursery parents please use Tapestry for on-line support and lessons - staff will inform you when lessons are available.

The latest government guidance has reported that there may be laptops available for children who do not have access to a laptop at home for use in these occasions - I will forward more information when I have the details.

Wraparound care (Skamps) I have been in contact with Lillian Dowling (Skamps) regarding wraparound care. It is hoped that Skamps will provide wraparound care for parents/carers from September. Our Risk Assessment also includes the procedures we will be putting in place to ensure that our phases are kept in bubbles while they are attending before and after school care and I will be discussing this with Lillian over the next couple of weeks. Please contact Lillian or Jackie if you require wraparound care on 07783690710 for further details.

If your child attends wraparound club then they will go to class at 8.45 and begin after school club at 3.15 as is the usual procedure.

Conclusion

I hope that this letter has given you the information you need to understand what arrangements we have made to enable all children to return to us from September.

We are looking forward to welcoming your child back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting. We are dealing with changes on a daily basis and are following government advice and guidance. Please be aware that arrangements may change and I will keep you updated. If you have any questions or suggestions, please let us know.

Many thanks

Christine Browne

Headteacher: Mrs C Browne

Office Manager: Mrs M. Hull

Chair of Governors: Mr D. Grove

Learning for Life

