

2 September 2020

Dear Parents/Carers

I hope you have all enjoyed the summer and a break from home learning. I would like to take this opportunity to thank you for your continued support and to inform you of our plans for the re-opening of school to all pupils on Tuesday 8 September. We have completed our risk assessment and taken into consideration the guidance we have received from the local authority and Government and the following has been put in place.

Please note Nursery and Reception parents/carers have received separate letters about their start and finish times during their first few weeks of transition. If you are unsure of these times, please contact our School Business Manager, Karen Turland on [karenturland@lobleyhillprimary.org.uk](mailto:karenturland@lobleyhillprimary.org.uk).

#### Start and Finish times:

Start and finish times have been staggered to prevent large gatherings of parents, carers and children on the premises at any one time. We ask that all parents/carers leave the site immediately once they have dropped off/collected their child/children.

Group	Entry Location	Start Time	Finish Time	Exit Location	Additional Information
<b>Breakfast Club</b>	Top gate only to Key Stage 1 yard	8.00 am  We are not currently offering the 8.30am slot	N/A	N/A	This must be booked and paid for in advance via Eduspot as places are limited unless your child is entitled to Free School Meals. Children must arrive on time and parents must hand their children over to a member of staff at the door.
<b>Sibling groups</b>  Childminders with multiple children/chn from different families  Valley Nursery	Top or bottom gate to Key Stage 2 yard only  All children will line up in their classes and be met by	8.45am	3.15pm	Top or bottom gate to exit the premises	Children will be brought to the key stage 2 yard by their class teachers and handed over to their adult.  If you have a Nursery (am) child please drop them off at Nursery

	their class teachers				first before taking sibling to Key Stage 2 yard)  If you have a Nursery (pm) child, please collect sibling first from Key Stage 2 yard before collecting Nursery child
<b>Key Stage 2</b> (Y3/Y4/Y5/Y6) <b>Single children</b>	Bottom gate only to Key Stage 2 yard	9.00am	3.30pm	Exit via bottom gate only	Children will be brought to the Key Stage 2 yard by their class teacher
<b>Early Years and Key Stage 1</b> (R/Y1/Y2) <b>Single chn</b>	Top gate only to Key Stage 1 yard	9.00am	3.30pm	Exit via top gate only	Year 2 children will exit from Key Stage 1 doors  Year 1 children will exit via Treasure Garden  Reception children will exit via Early Years Garden  All parents and children to exit premises via top gate only
<b>Single children Nursery (AM)</b>	Bottom gate only	8.30am	11.30am	Bottom gate only	Doors will open at 11.15am
<b>Single children Nursery (PM)</b>	Bottom gate only	12.30pm	3.30pm	Bottom gate only	Doors will open at 3.15pm

Please note that due the changes we have had to put in place we are unable to open the Early Years Garden gates if it is raining.

### Handwashing

As the children enter school they will be asked to wash their hands using soap and water, hand sanitiser is available in all classrooms and toilet areas but we understand that not all parents/carers want their children using sanitiser so using soap and water is acceptable. Children will wash their hands regularly but not excessively throughout the day.

### Children and Classes

- All children will return to school in September
- Children will become part of a year group bubble to minimise mixing with children from other year groups
- Nursery, Reception and Year 1 children are not expected to socially distance
- Children in Years 2, 3, 4, 5 and 6 will be encouraged to socially distanced but we appreciate that some children will find this difficult, some children will forget and all children will make mistakes. No child

will be told off or punished for making mistakes or doing the wrong thing – this is very difficult for all of us and takes a lot of getting used to

- Children are not permitted to bring in pencil cases, toys or anything else from home
- Children requiring a change of clothes are permitted to bring this in – this will be stored in their locked or on their peg
- Children in Reception, Year 1 and Year 2 are not required to bring in any other bag other than their Reading folder, change of clothes, wellies and packed lunch bag (if appropriate)
- Children in Nursery, Reception, Year 1 and Year 2 need to bring in a pair of wellies (these must be labelled with your child's name) which can be left in school
- Children in Key Stage 2 will only need a book bag/draw string bag to store their reading book and journal – they are not permitted to bring in a rucksack
- Packed lunch bags do not have to be disposable – we ask that they are washed thoroughly every night when they return home
- Children can bring their own water bottle into school – this must be thoroughly washed each night when it is brought home
- Older children are not allowed to bring in a mobile phone – it is no longer deemed safe to hold these in school
- All children will have their own set of resources provided by school
- Children in Years 2, 3, 4, 5, and 6 will be forward facing in their seats but will still be able to sit next to and work with their friends

### **Curriculum**

- As well as doing Maths and English, the first few weeks will focus on the children's mental health and wellbeing
- A full curriculum will be offered
- A recovery curriculum is in place for Maths and English to address the gaps in learning from the previous academic year
- All SEND children with an EHCP will receive their allocated support hours
- No whole school events will take place
- Assemblies will take place within classes
- Each class/year group has their own set of playtime equipment
- High energy P.E. activities will take place outside
- Teaching assistants will continue to support in classrooms

### **Uniform**

- Children are **NOT** permitted to wear any earrings to school – this decision was made for health and safety reasons prior to Covid-19
- All children are expected to wear FULL school uniform, including school shoes
- As classrooms need to be kept well ventilated, it is recommended that children bring their school jumper or cardigan with them every day
- Please ensure all items of uniform and clothing are labelled with your child's name
- PE kit must be brought into school on the first day and **MUST** remain in school for the duration of the half term. Children are not permitted to take it between home and school, it will be kept in school in their locker. If it is dirty, it will be sent home to be washed.

## Lunchtimes

- Lunchtimes will be staggered to enable smaller numbers of children to be in the hall at any one time and to allow all tables to be thoroughly cleaned between sittings.
- Children having packed lunch will eat in the classrooms and be supervised by our Teaching Assistants.
- Having a designated half hour slot for lunch will hopefully stop children rushing their lunch in order to get outside and encourage children to eat more.

Year Group	Lunchtime	
Rec (Please note these times apply to when Reception are in full time)	11.45 – 12.45	
	Lunch 11.30 – 12.15	Play 12.15 – 12.45
Year 1	12.00 – 1.00	
	Lunch 12.00 - 12.30	Play 12.30 – 1.00
Year 2	12.00 – 1.00	
	Play 12.00 – 12.30	Lunch 12.30 – 1.00
Year 3	12.00 – 1.00	
	Lunch 12.00 - 12.30	Play 12.30 – 1.00
Year 4	12.00 – 1.00	
	Play 12.00 – 12.30	Lunch 12.30 – 1.00
Year 5	12.00 – 1.00	
	Lunch 12.00 - 12.30	Play 12.30 – 1.00
Year 6	12.00 – 1.00	
	Play 12.00 – 12.30	Lunch 12.30 – 1.00

## After School Clubs

- We will not be offering any after school clubs in the Autumn term – this will be reviewed for Spring term.

## Medication and First Aid

- Any child requiring an inhaler, Epipen etc must ensure this is brought into school on the first day in September
- If it is necessary for us to administer medication to your child in school, a form must be completed online and emailed to the school office (these forms will be available on our website) – the medication must then be handed in to a member of staff when dropping off your child. This must be clearly labelled with your child’s name
- Children will be tended to by a first aider (and comforted) if they are unwell or have hurt themselves

## Cleaning

- Children will be able to go to the toilet as normal
- Our site manager has changed his working hours to enable additional cleaning of communal areas and toilets to take place throughout the day
- All washable resources will be cleaned/sterilised overnight
- All classrooms and communal areas will be thoroughly cleaned each night by our cleaning team

## **Attendance**

- Our attendance target remains at 96%+
- It is expected that all children attend school as normal every day
- School must be informed if your child is unwell and unable to attend
- All absence will be recorded as normal unless Covid related
- Any unauthorised absence will be dealt with as per our Attendance Policy
- All holidays will be treated as unauthorised absence
- All children are expected to arrive at school on time and to be picked up on time

## **Office and Visitors**

- Visitors only be allowed in school for educational purposes and by appointment only
- Parents/carers and children are not permitted to visit the school office unless they have an appointment
- The school office is closed to visitors
- Due to changing the hours of our site manager to enable additional cleaning to take place, school will close at 4pm every night except for Wednesday – this will include the office
- Any parents that have a concern, query or questions or wish to make an appoint must do so by phone or email

## **Payments and Information**

- All payments for school lunches and Breakfast Club must be made online via Eduspot – if you are unsure how to access this please contact our office staff
- School will not be accepting any money via the school office
- Uniform – this must be ordered online and delivered to your home address – the link is available on our website
- Pupil information booklets must be completed online – if you are unsure how to access this, please contact our office staff

## **Covid-19**

- If you or any member of your household displays symptoms of Covid-19, you must inform school immediately and self isolate for 14 days.
- If your child displays symptoms you must arrange to get them tested and inform school of the results
- If your child displays symptoms in school, they will be taken to Mrs James' office to wait with Mrs James until you can collect them
- You must arrange to get them tested and inform school of the results
- If your child tests positive, the whole year group will be asked to self isolate for 14 days
- We will not be routinely taking children's temperatures each day as they come into school
- We only ever take a child's temperature of they are unwell

## **Masks and PPE**

- It is not necessary for children to wear masks in school, however some parents have already asked if their child can wear one if it would make them feel more comfortable – this is acceptable
- Staff have not been advised to wear masks or PPE unless dealing with a child who is unwell or displaying Covid symptoms

### **SCITT Trainees**

- Our SCITT trainees started their training course on 1 September
- They formed their own bubble and have their own entry, exit, start and finish times
- Trainees will commence their teaching placements as usual, following a risk assessment and follow the same guidelines and procedures as staff

### **Lobley Hill Food Co-Op**

- To limit the numbers of visitors on site, our food co-op will operate will continue to operate a delivery service until further notice

I appreciate there is a lot of information within this letter. We are really looking forward to having a school full of children again and staff have been working so hard to get their environments ready to welcome back their classes. We know that many parents/carers and children may be a little anxious about coming back but by working together we hope we can make the Autumn term a happy and successful one for everyone. I hope you enjoy the last few days of the summer holidays and look forward to seeing you all again very soon.

Yours faithfully

Johanna James  
Headteacher