



“Together we believe; together we achieve”

14<sup>th</sup> August 2020

Dear Parents and Carers,

I am really pleased to be able to contact you regarding our preparations to fully re-open the school from Tuesday 1<sup>st</sup> September 2020. This has been an unprecedented year and although there have been and will continue to be a number of changes to school life for health and safety reasons, full re-opening is the first step back to some semblance of normality.

I below outline the main changes to the school day. Health & Safety is paramount and we are directed by the latest government guidelines. These changes are absolutely necessary in order for us to keep you, your child/ren and our staff safe and to keep the school open.

### Attendance

- It is vital that all children return to school to minimise the long term impact of the pandemic on our children’s education, well-being and wider development. Missing more time in the classroom risks children falling further behind therefore hindering their educational growth and interaction with their peers
- School attendance will be compulsory again from the beginning of the Autumn term. The usual rules on school attendance resume
- It is a parent’s duty that their child attends school to receive an education
- The school will record your child’s attendance and follow up on absence
- Fixed penalty notices could be sanctioned in line with the local authorities’ code of conduct.

### Staggered timetable for re-opening:

Week beginning	Monday	Tuesday	Wednesday	Thursday	Friday
31/08/2020	Bank Holiday	Year 5/6 start school from today	Year 3 / 4 start school from today	Year 1 / 2 start school from today	
07/09/2020	EYFS pupils & parents will have individual appointments to introduce them to the Slater EYFS base and school life				
14/09/2020	Staggered entry for EYFS pupils from this date				

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 Head Teacher: Mrs Cheryl Henderson



## Arrival and collection:

<b>Arrival</b>	<ul style="list-style-type: none"><li>• Parents have a window of 10 minutes to drop off children – 8.50am to 9am</li><li>• <b>DO NOT ARRIVE AT SCHOOL BEFORE 8.50am</b> to avoid congestion on Slater Street.</li><li>• The school gates will open at 8.50am</li><li>• Parents/adults and children to enter the playground via the either of the 2 gates on Slater Street</li><li>• 1 x parent to drop off only – parent/adult must wear a face mask whilst on school property</li><li>• Parents to social distance when collecting and dropping their children off. Please do not crowd together.</li><li>• Children will make their own way to their marked box on the playground ( Year 5/6 will form a bubble, Year 3 / 4 and Year 1 / 2 will form two further bubbles. Children will be kept in these bubbles throughout the day with staggered breaks and lunch times).</li><li>• On arrival at their bubble all pupils will have their temperature checked by a staff member. Any child with a temperature will need to be taken home and kept under observation to see if any other symptoms arise which could indicate Covid or another illness such as an infection or virus</li><li>• Parents to leave as soon as their children have made their way to their bubble box and have had their temperature checked. Parents to leave via one-way system – down the side entrance onto the main road</li><li>• Staff will be present on the playground to supervise children.</li><li>• The school gates will close promptly at 9am and children will be escorted, in turn, in their bubbles to their classrooms via our one-way system.</li><li>• <b>LATE ARRIVALS</b> – parent/adult dropping off after 9am must do so via the reception entrance. The reception door will be open. The parent/adult must observe social distancing and must not enter the premises. The child/ren can enter the school and make their way to their bubble or younger children will be escorted to their bubble</li></ul>
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<b>Collection</b>	<ul style="list-style-type: none"> <li>• Parents have a window of 10 minutes to collect children – 2.50pm to 3.00am</li> <li>• <b>DO NOT ARRIVE AT SCHOOL BEFORE 2.50pm</b> to avoid congestion on Slater Street.</li> <li>• The school gates will open at 2.50pm</li> <li>• 1 x parent to collect only – parent/adult must wear a face mask whilst on school property</li> <li>• Parents/adults should enter the playground via either of the 2 gates on Slater Street and maintain social distancing on the playground. Parents must not approach their child's bubble. There will be additional staff on the playground who will make staff in bubbles aware of your presence and your child/ren will be sent to you</li> <li>• As soon as you have your child/ren, immediately leave the school via the side entrance onto the main road</li> <li>• <b>LATE COLLECTION</b> – Parent/adult collecting must press the reception buzzer and wait outside for their child/ren to be brought to them. Parent/adult collecting will not be allowed on the premises.</li> <li>• <b>PERSISTENT LATE COLLECTION IS UNACCEPTABLE</b> and will be dealt with by senior leaders. Please work with us and make sure you collect promptly.</li> </ul>
<b>Communication with school</b>	<ul style="list-style-type: none"> <li>• The school office will remain closed for the foreseeable future.</li> <li>• School will communicate with parents via Parent Pay so please ensure that you check your e-mails and that the school office has your current e-mail address</li> <li>• Parents can telephone or email the school as usual on the above school email if they have any concerns or queries</li> <li>• Any pressing matter can be raised with a relevant member of staff present on the playground <b>OR</b> parents can ring the office to make an appointment or request a conversation with a member of staff. The office will need an outline of the reason for the request to ensure it is passed on to the relevant member of staff</li> </ul>

## School Lunches

The following children are entitled to a free school meal:

- Pupils of any age awarded a Free School meals token (after a means test)
- and ALL children in reception and Years 1 and 2 who automatically receive Universal Free School Meals

Staggering lunchtimes to keep children safer in their bubbles makes the serving of hot meals, for a number of reasons, too problematic. **THEREFORE UNTIL FURTHER NOTICE, HOT MEALS WILL NOT BE AN OPTION.**



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I am currently in discussion with our school dinner providers in order to identify daily menus to cater for all our children's dietary needs. I will inform you as soon as they have produced a menu.

## **Additional control measures in place**

### **Temperature checks**

- All staff will have their temperatures taken on arrival at school.
- Any staff member with a temperature will need to go home and remain vigilant in order to see if any other symptoms arise which could indicate Covid or another illness such as an infection or virus
- The above will also apply to children and visitors or anyone who enters the school building, for example: building contractors, EYFS parents, social workers, consultants
- Parents/adults who drop off and collect in the playground will NOT be checked. A face mask and social distancing will suffice

### **Good Hand Sanitisation//Hygiene Routines**

- Stringent hygiene and hand washing routines in place. There will be hand sanitiser stations within children's bubbles boxes on the playground, to use on entry and exit, and within every classroom.
- Correct hand washing techniques will be re-taught and modelled
- Pupils and adults hand sanitising and washing throughout key transition times during the day
- School initiatives to remind and promote the 'catch it, bin it, kill it' approach when sneezing and coughing.
- Bins in every classroom to dispose of tissues. These bins will be emptied regularly throughout the day.

### **Enhanced Cleaning**

- Cleaning frequently touched surfaces (e.g. door knobs, light switches, banisters etc.) regularly using standard products, such as detergents and bleach. This will be done constantly throughout the day.
- Toilets cleaned regularly throughout the day.
- Thorough whole school cleaning at the end of each day to ensure the highest hygiene possible.
- Each classroom to have cleaning products to be used throughout the day on regularly touched surfaces by the class teacher

## Minimising Contact in Class/School

- To minimise contact with others, children will be placed in group bubbles, consisting of 2 year groups (Y1 / 2, Y 3 / 4, Y5/6 & Reception/Nursery). This will be ensure minimal contact with other bubbles
- Within the classrooms furniture will be placed to allow and reinforce social distancing with 2 children sitting at a table forward facing and in rows.
- Staggered playtimes will be allocated to each bubble – so each bubble will have full run of the playground in order to minimise contact.
- Lunchtimes to ensure Year group bubbles of children do not mix reducing contact with other ‘bubbles’
- Equipment used at lunchtimes by the sports coach will be cleaned between use by each bubble
- Children will be reminded to social distance at all times
- Individual stationary packs to reduce the sharing of resources e.g. pencil, pens etc.
- Increased opportunities for learning to take place outside in the playground as this reduces the spread of the virus.
- Soft furnishing removed to reduce surface contamination.
- Toys and resources will be regularly cleaned/sanitised after each use.
- One way system in place to encourage social distancing
- Clear signs to encourage and remind people of the importance of social distancing

## School Uniform

- It is expected that every child wears the correct school uniform everyday
- Please wash your child’s school uniform more often than usual as this will help eradicate then virus
- Please remind your child not to bring to school anything from home as this will encourage cross-contamination
- **On Wednesdays and Thursdays (FROM THE SECOND WEEK BACK – 9<sup>th</sup>/10<sup>th</sup> September) please send your child to school in P.E./Games kit that is suitable to wear all day.** Children will need trainers for outdoors. Children will not be changing in and out of clothes at school, so do not need school uniform on these days. In cooler/colder weather, children can wear tracksuit tops/bottoms, joggers, fleeces etc. to keep warm.

## Showing signs of Covid-19

- If a child becomes ill displaying symptoms of Covid, (high temperature, continuous cough, loss of taste or smell) they **MUST** remain at home, and the household will need to follow the Government’s self- isolating guidelines
- If the child is in school, the parent will be contacted and expected to collect their child immediately
- Whist waiting in school, the child will be isolated from other children and looked after by a member of staff
- The person looking after the child will wear personal protected equipment.
- Areas where the child has been based would be thoroughly cleaned and anyone

who has been in contact with the child will wash their hands thoroughly.

- Any staff member who is experiencing symptoms will not attend school and will follow government guidelines

I hope that the information within this letter provides you with some reassurances of the safety measures that the school is putting into place to help minimise the potential risks of COVID-19 and to keep you, your child/ren and staff safe.

### **Additional Information for Parents regarding the re-opening of schools**

Leicester City Council recognise there will be many questions for parents not just around the safety but also the logistics in getting their children back to school. To help, they have set up a webpage [www.leicester.gov.uk/returntoschool](http://www.leicester.gov.uk/returntoschool) to answer questions that you may have, such as:

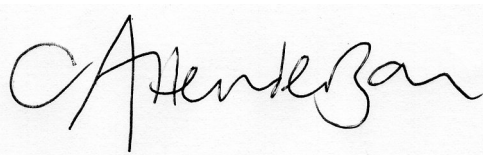
- How safe is it for my child to return to school?
- Do I have to send my child back to school?
- How to travel to and from school safely

LCC will make sure it is updated regularly as more information and guidance is made available, and in the run up to school return.

You can find out more on [GOV.UK](http://GOV.UK) as they update the guidance issued for schools and parents.

However, should you have any further questions about our particular school plans, or are still unsure about arrangements for your child's return to school - then please do not hesitate to contact us via the School Office during the week 24<sup>th</sup> – 28<sup>th</sup> August.

Yours sincerely



Mrs Cheryl Henderson  
Headteacher