

29th May 2020

Dear Parents/Carers,

Your child has a place in school starting on Monday 1st June and has been placed in a key worker bubble rather than a class bubble. This is because your child is in Year 2 or your child is in Year 1, Reception or Nursery and you need a longer normal school day rather than the staggered start and finishing times for the class bubbles or you need access to before or after school club.

You must bring your child to the main school gate between 8.45am and 9am to start the school day and collect from the school gate at 3.15pm unless they are in breakfast club or after school club which you take them to the dining room doors for drop off and collection.

During the school day the key worker children will now be split into three key worker bubbles due to numbers.

- Year 2 children will be with Miss Skinner and Mrs Dawson
- Year 1 children will be with Mrs Springall and Mrs Motyl
- Reception and Nursery children will be with Mrs Taylor and Mrs Wedge

Please note that school will be closed to Class bubbles on Wednesday afternoons but will still be open for Key Worker children

I wanted to write to you in length to give you some further information regarding this. Last week, I shared a letter which outlined the key measures we are putting in to place to ensure the safety of your children and all adults at our school. These measures have been developed based on advice from the Government (Department for Education, Public Health England), from the Fierté Trust drawing on experience from school re-opening in other countries and through discussions with other professions. Our Risk Assessment for the partial school re-opening has been carefully considered and I have met with all staff over the week to outline this and answer any questions. Staff are therefore, fully informed and know the safety expectations that will be in place from 1st June.

The whole staff team have been working very hard to prepare classrooms, playgrounds and all aspects of the school so that it is fully compliant with our Risk Assessment (available on our website). We hope that you find the video useful as a way of familiarising yourself with the new arrangements we have put into place. We will be adding more to our website so that you can share these with your children if they are returning to school.

Covid-19 - Virus

All of the processes outlined below link to our Risk Assessment which will support in lowering the risk of transmission. However, in spite of all these measures we cannot 100% guarantee that infection from Coronavirus will be eliminated. We need everyone in school (staff, parents and children) to follow our new processes as they are imperative for all.

It is a choice as to whether or not your child will re-turn to school when we partially re-open and we respect your decision regarding this based on all of the information.



Processes and Procedures For the Partial School Re-opening

For a safe return to school, the following expectations must be followed. Previous approaches are currently on hold and the information below clearly identifies the procedures that all members of our school family need to adhere to. This may seem regimented but due to change in all aspects of life at the moment, every single person needs to follow the expectations below in order that the safety of the children, yourselves and staff is not jeopardised. We thank you in advance for your understanding and commitment to this.

Before Setting Off to School

Each morning, we ask that you check the health of your child and do not send your child to school if they have any of the following symptoms. Temperature checking **at home** (outlined below) should take place each morning.

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

What Should my Child Wear?

As mentioned last week, children will still wear uniform if possible so we can establish a set of school clothes/ foot wear and home clothing. However, the key is that children are wearing clean comfortable clothes each day that can be easily washed on return home. Parents are **strongly advised** that children should **change clothes upon arrival at home** and that their **school clothes** should be **washed in normal detergent on as high a temperature setting as appropriate for the items**.

We also recommend that bath or shower time takes place when children return home rather than at bed time. Getting in to the habit of children having school clothes and shoes and home clothes and shoes is essential. Suncream needs to be applied at home.

Equipment/belongings from home

- School bags, pencil cases, water bottles/equipment **must not be brought to school.**

(Disposable cups, water and diluted squash will be available in school)

- Children **should not** bring any teddies, soft toys in to school either
- Children may only bring a coat and hat into school.
- Although toast will not be available at breaktime, we will provide a suitable snack.

Travelling to and From School

- Social distancing measures must be followed when coming to school.
- You must arrive at your designated gate (See information below) and must observe the clearly marked one way system in operation for your safety.
- Please arrive promptly at your allocated timeslot. Please do not arrive early as this will compromise the systems in place.

Arriving at School

- Arrival and collection times will be staggered to avoid large gatherings of people.
- Please stick to these timings however rigid they appear; they are for safety purposes.
- Please keep 2 metres away from other families.





- You must arrive at school at your allotted time as this is the time allocated for your child's bubble who should not mix closely with other bubbles.

(Please ensure that you are organised at home so that you can get to your gate on time. Children may need to get back into more rigid bed time and morning routines this week in preparation for getting up and ready for school after such a long break).

- The procedures, timings and protocols must be adhered to; if you arrive late you may have to wait until it is safe to go in.
- Only ONE adult to accompany/collect a child.
- Siblings who are not in school should not accompany parents for drop off/collect unless absolutely necessary. Strict social distancing applies where this has to be the case.
- Parents will not be able to enter the school site at all; you will leave your child at the gate.
- If your child is anxious or upset, our staff will not be able to get close to you or pick your child up. We recommend that you take your child for a walk, calm them and then return when they are ready to enter independently. Staff will be offering incentives and rewards for coming into school independently.
- Please leave the school gate independently and follow the one-way system. Do NOT gather in groups around the school gates.
- Parents/carers will NOT be allowed on the playground or through the gates at any time.
- All school gates will be kept locked throughout the day including the office/reception. It is crucial to ensure that your child arrives on time as the office won't be accessible.
- Communication with the office/staff will be via telephone (01283 248530), email (office@violetway.org) or website enquiry. Likewise, we will use these communication tools as well as parent mail to keep in touch with you.

Playtime and Lunchtime

- Toast will not be available to purchase as usual. We will provide a snack for your child.
- ALL children in Reception and Year 1 (plus Y2 key worker children) will receive their cooked Universal Free School Meal.
- The menu will be shared in advance of each week for you to talk through with your child and to select the meal they want for lunchtime.
- Break time, lunch time and toilet usage will be staggered for each bubble to maintain distancing protocols in school.

The Revised School Layout and Procedures

As mentioned in the letter last week:

- School will look very different, but it must in order to ensure the safety of the children, the staff and the parents (see video on website).
- Your child has been placed in a bubble with no more than 15 children and either 1 or 2 members of staff per bubble
- The member(s) of staff may not be your child's original class teacher/teaching assistant.
- Your child's bubble base room may not be their original classroom.
- Doors and windows will be open to provide good ventilation.
- School will be closed to ALL pupils every Wednesday afternoon to enable a deep clean and staff PPA as in order to maintain safety we are not allowed to mix children in pods. Key worker and Valuable Children groups will remain on site on Wednesday afternoon.
- Times for collection on Wednesday will also be indicated above.

The risk assessment, processes and protocols document and frequently asked questions document provides further information about changes in school for you to refer to. (These are all available on the website).

Thank you for supporting us with the structures of this re-opening however harsh they may seem; for adhering to social distancing at all times; and for respecting the staff who will do their very best to make this as "normal" as possible within the strict guidance that we need to follow. Please remember

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that we are working incredibly hard to implement the protocols outlined above. Some elements will not be popular with everyone and there may be some initial teething problems, particularly in relation to bubble drop of and collection timings. However, this isn't the time for complaints as our staff have been working incredibly hard to ensure that the processes are rigorous and full time care for your child. Your support and understanding is greatly welcomed over the coming weeks in order to bring our Violet Way Family safely back together again.

If you have any questions, please don't hesitate to get in touch with us.
Kind regards

Richard Burns
Headteacher

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