

3rd June 2020

Dear Parents/Carers

Following the government's announcement that schools should prepare to welcome back more pupils from Monday 01.06.20 I am writing to inform you of details of our plans to begin provision at Lydford Primary School from 08.06.20.

Dates

Monday 01.06.20 was an in-service training day to ensure all staff are aware of the risk assessments, procedures and policies in place in light of the new opening arrangements. The rest of the week will be used to ensure each area is prepared to facilitate learning as safely as possible and all PPE and cleaning materials are in place.

From Monday 08.06.20, we will be welcoming some Reception, Year 1 and Year 6 children in addition to key worker and vulnerable children onsite at Lydford Primary.

Key groups

Places are limited to ensure social distancing is possible, meaning you must inform us if you wish to request a place for your Reception, Year 1 or Year 6 child. Children will be taught in two small groups of 5 -7 children in the school at one time. The children will not mix with children from other groups within the school. Each group will be allocated an adult, however, this may not be your child's normal class teacher and this adult may change depending on staffing availability. If your child's group is supervised by a Teaching assistant, the class teacher is still responsible for planning and assessing their learning.

Please see **Appendix A** for how the school has been separated into two groups and how the classrooms have been separated.

Drop off and pick up

To ensure minimum contact between parents and mixing of groups, a system has been put in place. All families will come to the front gate and then queue 2m apart, which will be marked akin to outside a supermarket, with separate queues to access Class 1 and Class 2. Children accessing provision in Class 1 will be navigated straight to the classroom around the outside of the school, past the reception, play area; pupils for Class 2 will be navigated straight into class through the side door adjacent to the gate.

Class 2 parents - please drop your children off at the gate wherever possible if your child is old enough to queue independently, where an adult will be waiting to navigate them into class. **Parents will NOT be allowed onto the site or into the classrooms.** If it is essential that you come onto school property (i.e. past the gate), please stay at the front of the school area and leave when access to the gate is free to preserve social distancing. No visitors will be allowed into the school building unless their visit is essential to the safe running of the school.

Upon arrival, children will go straight into class, wash their hands and start their early morning activity when asked to do so. At the end of the day, please queue again, maintaining social distancing, whilst waiting to collect your child.

Please note, for children in Year 4 or below we must see a responsible adult for hand over. **Drop off and collection times will be as follows: 8.50am and 3pm.** I am afraid that we cannot yet offer breakfast club or extra-curricular after school clubs.

What to wear and bring

Please ensure that your child has the following:

- A packed lunch – in a solid wipeable container, named
- A drinks bottle – named, we will not be able to supply cups

We are asking children to wear PE kit/uniform. Current guidance on infection control suggests clothes should be washed daily to kill any virus they may have come into contact with. We are aware many families will not have enough uniform to wash and dry clothes daily. We are also aware that children may have grown out of their uniform without the opportunity to buy more. Therefore, we are asking children to wear uniform style clothing:

- Trainers preferable with school PE kit or equivalent
- Shorts or leggings (easy to partake in PE without changing)
- A polo or t-shirt
- A school jumper or cardigan
- Shoulders should be covered as the hot weather continues
- Clothes should be easy to clean so no sequined or sparkly tops!
- Usual expectations of jewellery, make-up and hair apply (long hair tied up)

As always, please ensure your child is prepared for weather conditions with a coat, sun hat and sun cream applied by parents before dropping to school. Staff/ pupils will not apply sun cream at school. The message is to send in 'essentials only' as everything belonging to your child will be kept under their table.

In the classroom

The classrooms have been prepared so that they can be easily cleaned twice a day. This means all unnecessary or hard to clean items have been removed including all soft furnishings, paper displays and small resources. This applies to staff areas also.

The children's work stations have been positioned 2 metres apart, in line with current guidance. This will be enforced at all times, even for siblings from the same household. The floor has been marked to help children visualise the amount of space they need to leave between themselves and others. Please see **Appendix B** for further details.

Whilst in the classroom, children will be asked to remain at their work station and the teacher will maintain a 2-metre distance. Windows and doors will be kept open to ensure the best possible ventilation. Where possible, lessons will be conducted outside.

Children will complete the same learning through Class Dojo as is being sent home. This will focus on Reading, Writing and Maths with project style activities in the afternoon as well as PHSE/ wellbeing work.

Teachers and group leaders

Each group will have an adult assigned to them. This may not be their normal class teacher, as staff are also still supporting children who are learning at home. It is possible that a group will be supervised by a teaching assistant at times. In this scenario, the class teacher is still responsible for the planning and assessment of the children's learning. This is also taking into consideration the health, wellbeing and childcare issues each member of staff faces. Those staff who are working from home will continue to provide support for home learning whilst also supporting those colleagues working in school with planning and feedback.

Staff will not routinely wear personal protective equipment (PPE), but may do if they need to get close to child, for example if they are very upset or injured and need first aid or if they are finding it difficult to socially distance.

Breaktimes and lunchtimes

Each group will have a dedicated break time. Break times will be supervised by a teaching assistant to allow the teacher to have a comfort break. Children will be asked to choose games that maintain a minimum 2m of social distancing between each other. Each group will have a set of equipment which is cleaned at the end of the playtime. The climbing frame and outdoor structures will not be used as this cannot be easily cleaned between groups.

Lunch will be eaten outdoors or in classrooms with lunch break following the same format as morning break time (staggered).

Illness and first aid

If a child becomes ill (non-virus symptoms) normal procedures will apply. The staff member will make a judgement about their fitness to be in school and contact parents to collect as needed. When caring for someone who is ill or administering first aid, staff may wear PPE such as a face mask, gloves and an apron.

If a child, or adult, displays virus symptoms (as described by current guidance) they will be isolated in a quarantine room. Parents/carers will be contacted immediately to collect their child and will be encouraged to have them tested for Covid-19. Children who display symptoms should self-isolate at home for 7 days. The rest of the group will continue to attend school.

If a case of Covid-19 is confirmed, all children and adults that they may have been in contact with should self-isolate for 14 days.

Cleaning and health and safety

We have considered all aspects of the health and safety of our children very closely. All staff are very aware of the procedures in place whilst parents and children will be informed as necessary. All classrooms used by groups will be cleaned twice a day to minimise potential virus spread.

We are aware that these changes to school have the potential to upset or unsettle some children. Our staff will of course, be as friendly and welcoming as they have always been. We will be focussing on the safety and emotional wellbeing of your children when they return to school before progressing with any learning. There is a separate letter addressed to the children, which you should read with your child before they return to school.

If you have any questions, please do not hesitate to contact the school.

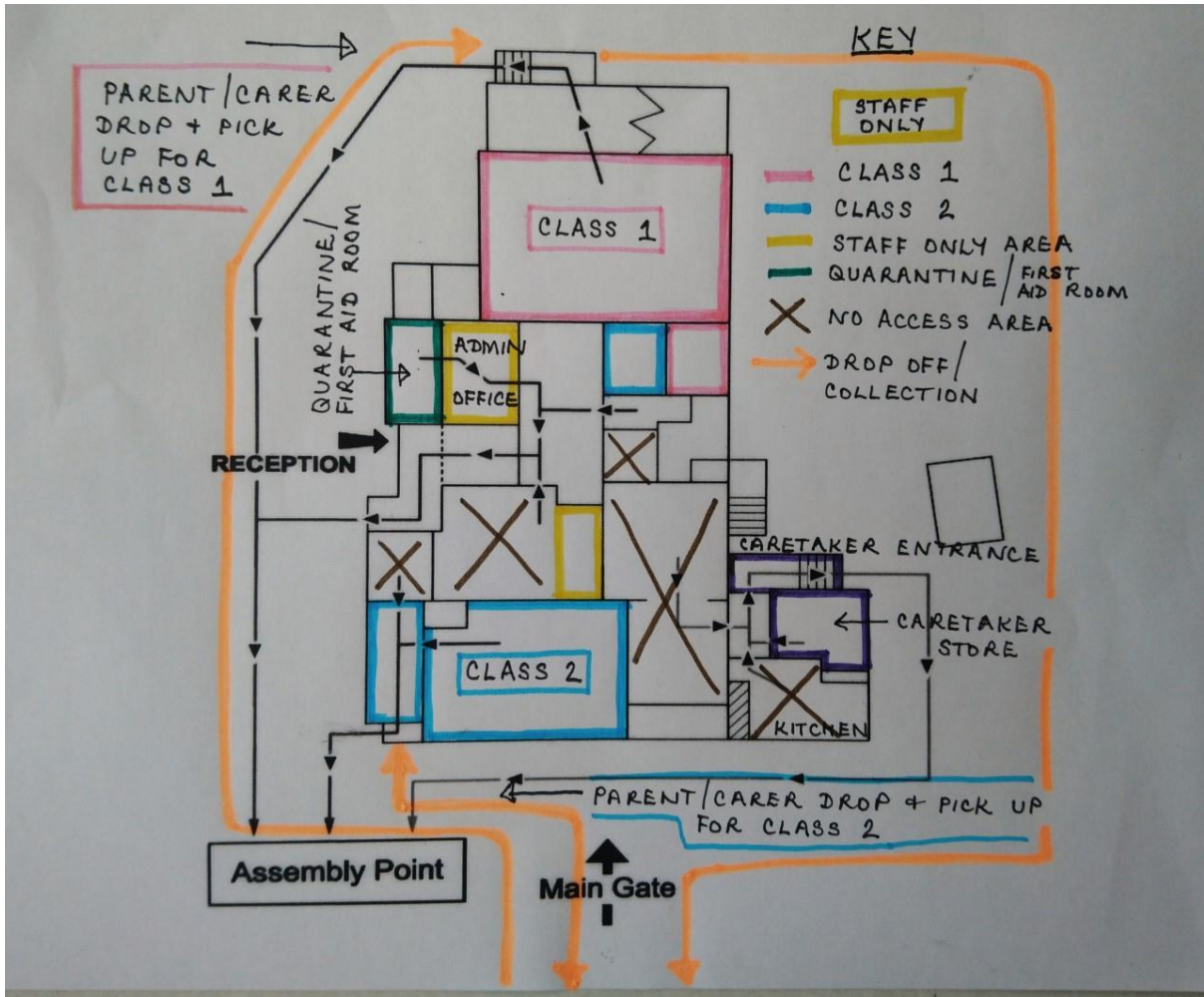
With kindest regards,



Deirdre Petersen
Acting Head of School



Appendix A



Please note the separate queuing areas for each group and route to and from the classrooms.

Appendix B

Class 1



Class 2

