



## Key Workers Phased Return to School Information

The purpose of this letter is to give you the information that we think you will need to support you in preparation for the changes we will be implementing on the wider reopening of school to additional year groups. When the key worker children come back in to school, their experience will be a little different from the one that they have become used to since school closed on 20<sup>th</sup> March. We would like to ask for your support in helping the children to become familiar with the changes that have had to be made and the new expectations for behaviour.

### How will drop off be organised?

In the mornings we will operate a staggered drop-off system to minimise contact between groups. Each group will have a ten-minute window and we will be asking all families to keep a careful watch on their time-keeping so that groups don't overlap. We would also ask that, where possible, only one adult comes onto the school site and that siblings do not come along as well.

In order to help maintain social distancing, we will be operating a one-way system at drop off. You will be able to come onto the school grounds through the pedestrian gate and hand your children over to staff on the top playground; key worker children will enter the building through the cloakroom entrance. You will not be able to enter the school building. To exit the school grounds, we will be asking you all to use the field gate which you can access either by walking across the field (or around the daily mile track if we are experiencing wet weather and the field is muddy!) To facilitate the staggered drop-off, we will need you all to support us by leaving promptly, once your children are on the school site.

**Key Worker drop off window will be 8:45 – 8:55**

### How will pick up be organised?

In the afternoons we will operate a staggered pick-up system to minimise contact between groups. As in the morning, each group will have a ten-minute window and we will be asking all families to keep a careful watch on their time-keeping so that groups don't overlap. In the afternoons we would like you to wait along the footpath, outside of school and we will send the children out, one at a time to you, using both gates. Whilst waiting for your child, we ask that all adults maintain a 2m distance from each other and that you leave promptly, with your child, so that the area is clear ready for the next group.

**Key Worker pick-up window will be 3:20 – 3:30**

### Can siblings be dropped off at the same time?

Yes, if your child has a sibling in another of the groups in school, you can drop them off at the same time; to do this to help us plan, we would ask that you let us know if you intend to do this.

### **Which adults will be supporting the Key worker children?**

Mrs Gray and Mrs Shearn will be supporting the Key Worker children, Monday to Thursday and Mrs Staples-Grantham will be in charge of childcare on Fridays. These adults will not be working with any other children in school.

### **What if I need to pass a message on to Mrs Gray or Mrs Staples-Grantham?**

We are asking that all messages that need to be shared with us are sent in by email to [admin3066@welearn365.com](mailto:admin3066@welearn365.com) and we will get back to you as promptly as we can - either by phone or email. We appreciate that this goes against our normal way of operating where we have all enjoyed the opportunity to interact and catch-up with each other at the start of the day but is important that for the time being we make this change.

### **How will the Key Worker children be learning?**

Our key worker children will be accessing the same Learning Project packs, White Rose, My Maths and Study Ladder resources that their class teachers have organised for them for that week's learning. They will be situated in Class Four, at single desks, with a tray of personalised stationery to support their learning; they will not need to supply any such materials which will allow us to comply with the Government's guidance.

### **Will social distancing be in place for the children in school?**

No. The guidance regarding social distancing in schools is very different to public guidance. It is recognised that social distancing is not possible when dealing with young children and so our focus of our safety measures is on 'minimising contact'. Children will be encouraged to remain at a distance from their peers and staff but we will not be able to guarantee a safe 2m distance between children and do not expect our children to be able to manage this. We will, however, be very vigilant on enforcing no physical contact between the children and between the children and adults. It is important for the children to understand that they will not be able to share hugs or play games that involve any form of sustained physical contact.

### **What changes have been made to the classroom?**

The indoor space has been remodelled to enable us to separate the tables and seat the children one to a table. We plan to use the outdoor space at some points during the day and when all the children are inside at the same time, they will sit at their individual tables.

A number of resources have been removed from the room including all soft furnishings, soft toys and all toys and resources that are difficult to clean. We have allocated each child their own set of regularly used resources (e.g. pencils, white boards, glue sticks and scissors) which will not be shared. The children will be supported to keep these tidy and store them away in their own named 'ziplock' bag in their tidy box when not in use.



## The new classroom layout

### What do the children need to wear?

Our aim is to take as much learning as possible outdoors. To facilitate this, we are asking that children come to school wearing trainers (no open-toed sandals) and in their school PE kits with school sweatshirts or cardigans and plain dark jogging bottoms or leggings over their shorts if the weather is cooler PE T shirts can alternate with the school white polo shirts. Clothing should be washed regularly. A jacket or waterproof will also be needed as an additional layer for outdoor use.

### What do the children need to bring with them to school?

The children will need their water bottle and packed lunch - if not ordered from Teddy Bear Corner. It is essential that water bottles come into school every day as we will not be able to give out spare cups. We will provide individual glue sticks, scissors, rulers, pencils, colouring pencils, pencil sharpeners and rubbers and the children's items will be stored at their desk in a named 'ziplock' bag. Children will be keeping all their belongings with them in the classroom. School bags and backpacks will need to be kept at home. Coats will be kept on the back of the children's chair and lunch boxes will be stored in the classroom.

Children who are susceptible to toileting accidents will need to bring a named carrier bag containing a set of clean clothing. We will keep these bags on 'stand-by' in the classroom and return them at the end of term if they have not been needed.



Mrs Gray's Tidy Box!

### **What will happen at break times?**

At break times the children will be able to play together in small groups in designated areas of the school grounds. Break and lunchtimes will be staggered so that Key Worker/any group does not mix with other children/groups in school. We are recommending that all children bring a snack to school for morning break as there will be no fruit deliveries this half term. As we get used to the rhythm of the school day, it is likely that at first children will be hungry during the morning.

### **Will the children be bringing reading books home?**

The guidance is that we should minimise the sharing of resources between home and school. So whilst we are setting up our new ways of working, we will not be sending home reading books. This may change once we are more comfortable with the new systems. For the time being, we would ask that the children's reading books and diaries stay at home.

### **Will children be able to have their daily milk?**

Yes, Cool Milk deliveries will be starting again. Children will have a named, plastic milk cup for their daily milk and cups will be sterilised, daily, after use.

### **Will Teddy Bear Corner be providing school lunches?**

Yes, Teddy Bear Corner have confirmed that they are able to provide school lunches but not staff to serve them. We have made the decision with Teddy Bear Corner to offer **packed lunches only** while we settle in to our new routines. TBC will be contacting you shortly to revise your lunch choices. Year 1 children will eat their lunches outside where possible or in their classroom. Children will be expected to remain seated whilst they are eating.

### **Will the children still have access to fresh drinking water?**

Yes. The adults in school will refill water bottles using jugs of water from the water filter. Adults will wash their hands before and after refilling the bottles. Children will not be allowed to access the water filter independently.

## **How will you make sure that children do not get too close to each other when using the toilets?**

Staff will supervise children when accessing the Class 1 toilets to limit the number of children using them at any one time. The middle sink will be out of action to give space between children when hand washing.



## **Will staff be able to help my child with toileting?**

As much as possible, we will expect the children to manage their toileting independently. If children do need support with changing and intimate care, PPE (mask, goggles, aprons and gloves) has been provided for staff and our expectation is that staff will wear it to provide protection for themselves and the children.

## **Will you still be administering 1<sup>st</sup> Aid?**

Yes, we will. If a child is hurt and requires 1st aid, staff will administer first aid with a few additional precautions. Gloves will be worn for all 1<sup>st</sup> aid and additional PPE is available for staff if they are required to have close physical contact with the children.

## **What measures are in place for hand hygiene?**

The children will be encouraged to wash their hands regularly throughout the day. We will also be setting up hand-sanitising stations around the main entrance points to the building and each class will have a supply of hand sanitiser for use where needed. Please note children will not be able to bring in their own supplies of hand sanitiser.



## **Can children bring hand cream if their hands are sore from the extra hand washing?**

Yes. This would need to be in its original container and clearly labelled with the child's name. The hand cream will stay in the child's tidy box.

## **What about sun safety?**

As we are, hopefully, going to be enjoying some lovely sunny weather, it is important that the children are adequately protected. All children should bring in a named cap or sun hat. Sun tan lotion should be applied before the children come to school. We recommend the use of a long lasting 8-hour formula to last during the day. If protection needs to be topped up, then children will need their own supplies of suntan lotion (in a named bottle, please) and they will be supervised to apply it themselves. Staff will be unable to do this.

**It is imperative that anyone who has coronavirus symptoms, or who has someone in their household who does, do not come on to the school site.**

### **What will happen if a child develops coronavirus symptoms during the school day?**

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). While they are awaiting collection, they will be moved, if possible, to a room where they can be isolated with appropriate adult supervision.

When a child or staff member develops symptoms compatible with coronavirus, they will be need to self-isolate for 7 days. Their fellow household members will need to self-isolate for 14 days. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and we would expect them to arrange to do so as soon possible. We will alert the rest of the class to the fact that a member of the group has been displaying symptoms and will update you all once the test results have been advised.

Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. **The school will need to see a copy of the negative test results before the child or staff member will be permitted to return.**

### **What will happen if there is a confirmed case of Coronavirus in the Class?**

Where a child or staff member tests positive, the rest of the group will be sent home and advised to self-isolate for 14 days. The other household members of group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.