



Headteacher: Mrs Katherine Russell (B.Ed Hons, Dip, NPQH, MA)

21<sup>st</sup> May 2020

Dear Reception and Year 1 Parents

Thank you for your response regarding the potential phased return of Reception and Year 1 children on Monday June 1st. We are now writing with details of this provision for your child.

As you have indicated that you would like your child to attend phased provision from June 1st, we are writing to confirm with you that your child has been allocated **Group 1** in their year group and will be attending school on **Monday and Tuesday** each week from **Monday 1st June** – as long as the government still deems it safe for us to proceed.

Please see below the procedures regarding uniform, lunches, collection/drop off and general infection protection and control guidelines that will be in place. These procedures have been created using the government guidance specifically related to schools with every precaution being taken to minimise risk and ensure that we can receive the children as safely as possible.

**Please take time to read these carefully as we will not be making exceptions to these for any individual child to ensure maximum possible safety for all children and staff on site is maintained.**

### **DfE Implementing Protective Measures Guidance states:**

*“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:*

- *frequent hand cleaning and good respiratory hygiene practices*
- *regular cleaning of settings*
- *minimising contact and mixing*

*It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.*

*Public Health England (PHE) is clear that if early years settings, schools do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures... then the risk of transmission will be lowered.”*



Oxford Diocese



Healthy Schools

**In line with this guidance, the hierarchy of general infection protection and control measures implemented in school includes but is not limited to:**

- Hand gel and soap in the classrooms
- Hand gel in the office and hall
- Frequent hand washing – with specific reference to entry to school, before and after break/lunchtimes and bathroom use.
- Disinfectant spray, disposable cloths and disinfectant wipes to be available for us in all areas
  - Disposal of these items in yellow bin bags located in lidded bins provided in each area.  
Yellow bin bags to be double bagged into black bin liners twice a day by class group leader (lunch and end of day) and placed in external bin.
- Thorough cleaning will take place after school every day, with particular focus applied to frequently touched areas (door handles, light switches, table tops etc)
- Groups of adults and children where at all possible not cross mixing; classrooms settings and outdoor spaces remain separate.
- Outside doors only to be used for navigating the building at all times where possible
- Soft furnishings in classrooms removed

**Attendance**

Whilst attendance at phased provision is not a legal requirement, as you have indicated that your child will be attending phased provision, please ensure you call the usual attendance voicemail (main school number 01753 861995) **BY 8am** on either day of your child's provision should your child be unable to attend for the day – clearly stating the reason. This ensures that any possible measures required regarding pupils or staff in their group can be taken immediately.

**Drop Off and Pick Up**

No parents will be allowed on school site. No children will be permitted entry into school arriving at the school gate. We will be operating a staggered drop off and pick up (**Reception, 9:10am drop-off, 3:00pm pick up / Year 1, 8:50am drop-off, 3:15pm pick up**).

Children, whether arriving by car or on foot, must be dropped off and picked up in the Meadow Lane Car Park. If you arrive by car please remain in your car until signalled by a member of staff at which point your child should exit the car and will be collected by your child's group staff member. If you are walking, please ensure you stay at least 2 metres away from other families in the car park and your child will be collected from you by your child's group staff member. Children will then walk to school using a walking-bus system designed to keep them as separated but safely connected as possible. At pick-up please remain in your car if you are driving, or at least 2 metres away from other families if on foot. When the children arrive with their adults, the children will be 'returned' to you where you are, please do not approach the group.

**Please ensure you are on-time to drop off and pick-up. Children who are late and miss the walking bus will not be allowed to attend school that day.**

## **Clothing**

Children should **not** wear school uniform to ensure clothing is able to be washed easily at the end of each school day. Children should be in freshly washed clothes on a daily basis. Children should wear sports casual clothing (tracksuit bottoms/shorts, t-shirt etc.) and enclosed footwear (no sandals or flip-flops). As the weather will likely be warm, children should bring a sunhat and should have sun cream applied **BEFORE** attending school each day as sun cream will NOT be able to be applied by staff during the day.

## **Equipment**

Children must NOT bring bookbags (or bags of any sort) into school. No paperwork/books will be sent home. The communal water fountain will not be available for use. All children must bring their own water bottle to site each day (this does not have to be a school water bottle) which they can fill from their classroom tap as usual. All children will have an individual in-school wipe-clean work pack. The work-pack contents will be handled by pupil only, washing hands before and after touching items. The Work Pack itself will be moved by the teacher for desk cleaning only – hands to be washed before and after touching work pack. Reception class will have been cleared of soft toys/furnishings and toys that are difficult to clean. Remaining toys will be cleaned in a chlorine based anti-bacterial solution between groups.

## **Lunch**

All children will be eating school dinners paid for under Universal Free School Meals, **no packed lunches will be allowed on site**. Children will eat only with the children in their year group, seated at allocated table spaces in the hall. Cutlery will be laid out for them in advance and they will collect their lunch from the cook individually.

## **PARENT DISCLAIMER / DECLARATION**

**By sending your child to phased provision you are confirming that your child is NOT clinically extremely vulnerable, or living with someone who is in this group. If your child is clinically vulnerable (but *not* clinically extremely vulnerable), you are confirming that have followed medical advice to decide they should come back to school.**

**By sending your child to phased provision you are actively confirming that neither your child nor anyone in your household is displaying COVID-19 symptoms, and that your family are abiding by government guidelines for social distancing when outside school.**

**By sending your child to phased provision you are agreeing to abide by the procedures and guidance set out in this letter and any subsequent correspondence, and will support the school in the effective implementation of these measures.**

Final confirmation that the school will be opening on Monday 1<sup>st</sup> June, will be communicated with parents via text and email on Friday 29<sup>th</sup> May based on latest government recommendations.

Should you have any further questions please do not hesitate to contact the school office on [office@etonporny.com](mailto:office@etonporny.com)

Best regards  
Katherine Russell  
Headteacher