



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

27th August 2020

Dear Parents,

We hope you have had an enjoyable summer and have been able to find time to relax and enjoy some time together as a family.

Further to our letter to you on 10th July detailing the arrangements for school starting back next week we are writing to reconfirm our plans and provide additional details.

We are only too aware that after such a prolonged period of time at home and out of their usual school routing during this global pandemic, that your child may be experiencing some anxiety about returning to school next week.

Please take the time to read the information below carefully and talk, age appropriately, with your child about the changes that are in place so that they feel as prepared as possible. Please also be reassured that we will be spending a considerable amount of time, particularly in the early days of term, working with the children on any anxieties that they might have.

➤ ATTENDANCE

All children in years 1 – 4 will return to school on Thursday 3rd September, full time.

Whilst it has not previously been mandatory to send your child into school during the pandemic, it has been made very clear by the Department of Education that attendance is now once again compulsory. This means from the usual rules on school attendance and punctuality will apply, including:

“parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

Schools’ responsibilities to record attendance and follow up absence;

the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct”

DfE July 2020

If your child is going to be absent, please follow the usual school absence procedures by reporting your child’s absence on the office phone by 8.30am.

If you have recently returned from one of the countries that requires quarantine on returning to the UK please inform the school immediately.



➤ **ILLNESS**

We will continue to follow the advice from the DfE which states that from September 2020:

- A requirement that people who are ill stay at home – If anyone in the school 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 must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and **must** arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. **The school will require visual confirmation of the results of that test.**

➤ **COVID SPECIFIC PROTOCOLS**

Including but not limited to:

- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contact and maximise distancing between those in school **wherever possible** and minimise potential for contamination **so far as is reasonably practical**. This includes:
 - Grouping the children together in class bubbles and when possible minimising contact between the class bubbles inside school.
 - Using Key Stage Bubbles (Early Years Bubble = Reception Class; Key Stage 1 Bubble = Year 1 and Year 2; Key Stage 2 Bubble = Year 3 and Year 4) for mixing at break and lunchtimes.
 - Breakfast Club being organised by Key Stage Bubbles.
 - Staff maintaining distance from pupils and other staff as **much as possible**.

➤ **DROP OFF AND PICK UP**

To avoid close contact between large groups of parents and pupils on school site where there is limited space we will be continuing the ‘walking bus’ system developed during lock-down for drop-off and pick-up.

Children, whether arriving by car or on foot, must be dropped off and picked up in the **South Meadow Field (you can access this from Meadow Lane Car Park)**. **Where possible – children should be accompanied by one adult only please.**

As this is a large outside area we do not need to stagger drop off or pick up times, however for ease of congestion there will be a window of time between **8:40am and 8:50am for drop-off** and a window of between **3:10pm and 3:20pm** for pick-up.

We ask that parents give due consideration to travel and parking time and are not late for these windows of time.

We also ask that parents are mindful of social distancing requirements (1metre plus) and **do not approach school staff in the field to convey information and messages to school regarding your child**. Please instead contact the school office by phone or email for general enquiries, or use the Year group emails, which will be reinstated at the start of term, for class specific information for your child’s teacher.

➤ **SCHOOL OFFICE ADMINISTRATION / PAYMENTS / MEDICATION**

We will be operating a 'mobile office' at drop-off and medication and payments can be left with Mrs Preston-Rees or Mrs Hilton in South Meadow Field. Queries and messages should be emailed or phoned into the school office as usual.

➤ **MEDICAL/DENTAL APPOINTMENTS**

Where possible these should be made outside of school hours. Where this is not possible, please advise the school office by phone and

➤ **LUNCHES**

Children are able to bring their own nut-free healthy packed lunch or enjoy a hot school meal each day as usual.

➤ **UNIFORM AND EQUIPMENT**

Children are expected to wear school uniform each day. Children will be able to bring in book bags and will take home reading books as usual. PE kits should be brought in as usual on the first day of term and will remain in school until half term holidays when they will be sent home for washing.

We ask that all additional items remain at home – no toys, teddies etc should be brought in, this includes key rings on bookbags, this also includes items to share with friends/classmates etc on birthdays.

Water bottles are essential as cups at the classroom sinks will not be provided and the water fountain in the playground will not be in use.

➤ **VISITING ADULTS IN SCHOOL**

We will continue to limit the number of adults in school so any queries, messages etc, should be phoned in or emailed in to the school office. Should we require parents to come into school for any reason, this will be arranged on a scheduled basis organised by the school office.

➤ **PARENT DISCLAIMER / DECLARATION**

By sending your child into school 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 not at school.

By sending your child to school 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.

We are all looking forward to welcoming the children back into school next week.

We hope that this letter answers most of your queries but should you have any further questions please do not hesitate to contact the school office on office@etonponry.com

Best regards
Katherine Russell
Headteacher