



Burlington Infant & Nursery School

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Headteacher: Mrs S Yay-Walker BA (Hons) PGCE NPQH

Monday 24th August 2020

Dear Parents/Carers,

Re: Returning to school in September 2020

I hope you are all keeping safe and well. As promised, I am writing to provide an update on the arrangements for returning to school in September 2020, when all children must return to school.

I am pleased to confirm the following updated plans for the reopening of the school as follows:

- **Wednesday 2nd September - INSET day**
- **Thursday 3rd September:**
 - **Nursery and Reception - Stay and Play sessions**
 - **Year 1 and 2 - All children return to school**
- **Friday 4th September:**
 - **Nursery and Reception - Stay and Play sessions**
- **From Monday 7th September - Nursery and Reception children's individual start dates will begin**

These plans are correct as of Monday 24th August 2020 and are based on the most recent government guidance available.

The guidance published on the 2nd July stipulates that, "Attendance will be mandatory and therefore parents will have a duty to ensure their child regularly attends school."

We understand that this may cause some anxiety for those of you who have chosen to keep your children at home during lockdown. We would like to share the safety measures that we will be putting in place in order to alleviate some of your concerns, and to give you an idea of what the school will look like when it reopens.

The school will not be as you know it, and it is important that your child is aware of this prior to returning to school. I will give you as much detail as possible to help you and your child gain a full understanding of how the school will look and feel, so that you are well prepared for the start of term.

The following is a list of measures that we are taking:

In the event that someone in the class develops symptoms of COVID-19

If a child/member of staff or their families display symptoms of COVID-19:

- The child/member of staff will be sent home and get tested straight away (testing is a Government requirement)
- The school will communicate with other parents and staff in the class to inform them that a child/member of staff has symptoms and is being tested
- The identity of the individual will remain confidential
- Other staff and parents will be asked to stay alert for symptoms, but do not need to shield
- Children and staff can continue to come into school
- **Important:** Parents MUST NOT administer Calpol (or similar medicine) before bringing their child to school to mask a high temperature.

If test is positive:

- The result must be shared with the school, and the school will share this information with parents and staff in the class
- All staff and children from the class will be sent home and advised to follow the stay at home guidance (currently 14 days for all in bubble, 10 days for infected person, 14 days for infected person's household) - this will be recorded as Authorised Absence. All children must engage with online learning throughout the 14 days.

If test is negative

- The result must be shared with the school, and the school will share this information with parents and staff in the class.
- The class stays open.
- The symptomatic staff or child returns only after they are well enough - no longer experiencing any symptoms

Testing: There is a requirement that staff/children and their families displaying any symptoms of COVID-19 must be tested straight away. The test can be booked online: <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

Symptoms: a new, continuous cough **OR** a high temperature (above 37.5 degrees) **OR** has a loss of **OR** a change in their normal sense of smell or taste (Anosmia).

Hand washing and respiratory hygiene

- Children will be asked to wash their hands on arrival and frequently throughout the day for 20 seconds, and in particular:
 - On arrival to school
 - Before and after morning break
 - Before and after lunch time
 - Before and after afternoon break
- We will continue to promote the "Catch it, bin it, kill it" approach for sneezing into tissues. Hands to be washed immediately after.

Enhanced cleaning arrangements

- Frequently touched surfaces such as taps, door handles and light switches will be cleaned and sanitized 3 times a day
- All equipment in the classrooms will be cleaned at the end of each day
- Tables will be cleaned at least 3 times a day
- Continued daily cleaning in every classroom
- Toilets will be cleaned twice a day

Social Distancing

- Communal areas will either not be in use or access will be limited - this includes the library, ICT suite, halls. Any spaces and equipment used will be wiped down at the end of the session.
- The number of contacts between children and staff will be minimised.
- Play equipment/resources will be allocated to each class for use at playtime and lunchtime, and will be wiped down after use.
- There will be no whole school assemblies
- The playground will be zoned and classes will be allocated areas to play during break times and lunch time play. Year groups will be allocated separate playtimes.
- Each class will remain in its bubble whilst indoors and will not mix with children from other classes as far as possible – a playground rota will be in place.
- Children in years 1 and 2 will not be seated in groups. They will sit next to another child at their own desks. All desks will face the front of the class.
- Whole class work for years 1 and 2 will be carried out with children seated at desks. There will be no carpet time.
- All children must bring in a named water bottle. Water fountains have been turned off.
- Year 1 and 2 children should bring in their own pencil case with all necessary equipment named. All personal belongings must be named and will be left on their desk throughout the day.
- Movement around the school will be limited to children's allocated classroom, toilets and the playground.
- Parents/visitors should avoid coming into the school office/reception unless in an emergency (e.g. collecting sick children).
- All communications with the school office should be via email or phone.
- No reading mornings/reading den/reading in the hall.
- No school trips.
- No volunteers or non-essential visitors on site.

Lunchtimes

- In the first 2 weeks of term, for children accessing school meals, we will continue to provide a healthy packed lunch for children to eat in their classrooms.
- These packed lunches will be delivered to each class and will include some cooked food choices such as pasta pots/pizza with crudites and a pudding. Sandwiches and wraps will also be on offer. The menu is available on the school website alongside this letter.

- We will review this at the end of the first 2 weeks to look at whether we can offer lunches in the school halls again.
- Children will eat their lunches at their allocated desks.
- If you decide not to take a school lunch, you can send in a packed lunch from home. Please ensure there are no bottles, fizzy drinks, sweets or chocolates. One savoury/main food item, a fruit and pudding/treat would be fine. We would like to remind parents that we are a healthy school.

Drop off and collection arrangements

- There will be a **one-way system** around the school site.
- **Only one adult** is permitted to drop off and collect children and parents should retain social distancing at all times.
- School staff will supervise gate and check points.
- **No scooters/bikes will be allowed on the infant site.**
- No waiting around on the school site: there will be staggered start and finish times to allow one class to be dropped off at a time.
- **Entry gate:** Burlington Road (main) entrance for all parents.
- **Two exit gates** - (1) Blagdon Road gate (for Reception, Y1 and 2) and
 - (2) Children's Centre gate - for Nursery
- Infant toilets will be closed at drop off and collection time – children can only access toilets through their own classrooms.
- To collect children, adults must wait in waiting areas at the allocated time. Staff will bring each class out at the allocated time.
- Parents should aim to arrive for drop off and pick up at their allocated times (5 mins earlier would be sufficient) as we cannot accommodate large numbers of parents waiting around on the school site.
- Reception and Year 1 waiting area – marked areas in the infant playground
- Year 2 waiting areas - marked areas outside each Year 2 class
- Nursery waiting area – outside Nursery block, along passage leading to Nursery
- A timetable for 'Drop off and Collection Times' is attached

Personal Protective Equipment and other arrangements

- Some staff may wear a mask if they feel vulnerable and are in a 'high/moderate risk' group.
- Personal Protective Equipment (PPE) will be worn by all first aiders attending to sick children, and adults and when providing personal care to children if needed.
- Governors and the Local Authority are also aware of our plans to reopen and we will be in regular contact with them throughout this process.

Items for each child to bring in each day

- A named water bottle
- A named pencil case with pencils, colouring pencils for **Y1 and Y2** children
- A named packed lunch if they are not having a school lunch
- A warm waterproof coat with a hood (named)

While we will put in place every measure possible to ensure the safety of all children and staff, strict social distancing with very small children is unrealistic. Children as young as three years old will need the nurture that we have always provided, making social distancing

of this age group an impossible task. If children are upset or have hurt themselves we will want to help and comfort them despite the social distancing rules. For children in Nursery and Reception, we will try our best to encourage social distancing, this may not always be possible. We will endeavour to make the experience as positive as possible and recognise children will be anxious.

I hope this letter has given you an idea of what school will look like and the measures we are taking. I also hope this has given you some reassurance that your child's safety has been carefully considered. However, given the unprecedented nature of the situation, we may be faced with further announcements from the government. I will keep you updated of any changes. I will also send out a parent survey after the first 2 weeks to gauge how children are settling back in and how you are finding the new social distancing arrangements. Your feedback and patience would be greatly appreciated as we try our best to ensure the smoothest possible return.

Finally, we hope you enjoy the last of your summer break and we look forward to welcoming you and your children back in September.

Best wishes,

A handwritten signature in black ink, appearing to be 'S Yay-Walker', written in a cursive style.

Mrs S Yay-Walker

Headteacher