



Trawden Forest Primary School

Dean Street, Trawden, Lancashire. BB8 8RN

Tel: 01282 865242, Fax: 07092 315941

Headteacher: Mrs L Stinchon

22/05/2020

Dear Parents and Carers,

Over the last few weeks we have been planning for the Government's proposed reopening of schools. It has now been agreed by our Governing Body that we will see the school reopen for Reception, Year 1 and Year 6 children. We have planned for this eventuality BUT it will be dependent upon any new information from the Government.

We will continue to care for all our key worker children and more vulnerable children as we have been doing since the 23rd March.

We are now in a position to share the finalised information with you which will be following the principle of '**Start Small to Stay Safe**'. I understand that some parents may be worried about sending their child back to school, but I would like to reassure you that as a school we have done everything we can to prepare ourselves and we will be taking every precaution to ensure the safety of your children once they return to school. However, this is a virus, and therefore we cannot guarantee that any child in school will be completely free from exposure to it. Therefore, it does remain **your choice** if your child does or does not return. There will be no penalties for those who choose not to.

Important dates

- Key worker children are back in school from Tuesday 2nd June (Mon – Fri)
- Year 1 children will start from Monday 8th June (Mon – Thurs)
- Reception children will start from Monday 15th June (Mon – Thurs)
- Year 6 children will start from Monday 22nd June TBC (Mon – Thurs)

Staggering the starting date of each group enables us to train the children in each new group how to work and move safely around school. This phased return gives us time to iron out any issues that may arise and time to assess the safety of the situation. We will assess the safety situation in school on a daily and weekly basis. If school appears to be at capacity, then the next group of children will not be invited in to school the following week – their start will be postponed until it is deemed safe.

Closing for the majority of children on Friday will allow a sanitisation of the areas children have used and give the recommended 72 hour gap between their times in school.

The children will remain in the same groups with the same staff members throughout this reopening of school. Please note that this will not be their regular teacher or teaching assistant.

There will be no movement between groups in order to ensure we minimise the risks of spreading any infection. Children will be restricted to their learning classroom and outdoor play areas for most of the day.

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Start and end of the school day

We will be operating a staggered start time and end time to the school day for each group of children (see the chart at the end of this letter). This is to avoid congestion and help with social distancing to keep everyone as safe as possible. We do recognise that some families will have more than one child at school and therefore will have different collection and drop off times but please stick to the allocated times and locations we have designated in order to enable social distancing and keep everyone as safe as possible.

From June only one parent may bring their child on to the yard or main entrance at the allocated times. We are operating a one-way system onto the yard.

The bottom KS1 gate will be the way into the yard.

The top KS2 gate will be the exit off the yard.

Once on the yard, parents will be responsible for social distancing themselves and their children. The teacher will come from, and return through, the designated entrance/exit door for each group (see the chart at the end of this letter) and lead the children into school.

At the end of the day you will collect your child from the yard outside their designated entrance/exit door at the allocated time (see the chart at the end of this letter). Again, as a parent, you will be responsible for undertaking appropriate social distancing. As the teachers will bring the children onto the yard to meet their parent, we are asking that you do not congregate around the doors and gates as we will not be able to apply social distancing and get the children out safely.

If you are late for your designated starting time or collection time and the door is closed you must come to the main entrance to drop off or pick up your child. You will be expected to ring the buzzer and wait on the steps. You will be responsible for undertaking appropriate social distancing. Unfortunately, until further notice, parents will not be allowed to access the school building. If you have a message about your child or need to update any details please ring the school office and we will pass on the information.

In the classroom

Children will not be using the cloakroom areas. They will take their coat into their classroom and it will be kept on the back of their chair. All children will wash their hands and sanitise them as soon as they come into the building as well as regularly throughout the day.

When the children come into school, teachers will allocate them a table which will be positioned to meet social distancing rules. Children will use the same table every day and remain at it throughout their time in class. Any resources they need will be brought to them in class by the staff working with them.

- Hand sanitiser will be available in each classroom
- Tissues will be available for all children (Catch it, Bin it, Kill it)
- Bins in the rooms have lids on and will be emptied twice daily
- All surfaces will be thoroughly cleaned throughout the day

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Children will be accompanied to the toilets at the start of each lesson and playtime. Playtimes and lunchtimes will be staggered to avoid congestion. Each group of children will be allocated particular toilets to use. Should children need the bathroom during a lesson they will be accompanied by a member of staff from their class. Toilets will operate a 1 in and 1 out system and they will wash hands and sanitise every time they leave the toilets. These precautions are to ensure social distancing measures are followed.

At this point, our priority is to allow children to resume schooling safely. The key worker children will be able to attend school Monday – Friday. The YR Y1 and Y6 will be able to attend school Monday – Thursday. The learning in school will continue to be the same as the learning set for the children at home.

From their return in June we will expect all children to wear school uniform.

We expect all staff and children to wear a clean set of clothes every day (as per the guidance). All staff and children will follow the policies and procedures as they normally would in school.

Addendum to the behaviour Policy:- If a child deliberately does not follow social distancing guidance – they will be warned once then if it happens again the parents will be asked to collect the child and they will not be allowed back in to school for the safety of other children and staff.

Dinner time

If your child is in Reception or Year 1 they will be given a universal free school meal and these will be provided “packed lunch” style. They will have split lunch times and eat in the downstairs hall.

If your child is in KS2 parents have the option to purchase a school packed lunch or provide a packed lunch for your junior child. This **MUST** be decided from the first day that the child comes in to school and then not changed – so if a KS2 child decides to bring a packed lunch from home on the first day they must do so every day following. They will not be able to then move to a school packed lunch and vice versa. The children in KS2 will eat in their classrooms.

The key worker children will also eat in their classrooms.

Before and After School Club

Due to Government guidance we will only be able to open breakfast and afterschool club for key worker children and vulnerable children. This provision will be open from 7.30am – 8.50am then 3.30pm – 5.30pm and will be charged at the normal rate. Parents **MUST** book the sessions they need for the week each Monday to allow us to allocate staffing where required. Throughout this time parents will no longer be able to ring up during the school day to book in their child. This means children returning in Reception, Year 1 and Year 6 who are not classed as key worker children will **NOT** have access to either breakfast or afterschool club.

We will be undertaking thorough and enhanced cleaning of the premises at the end of each day and a sanitising clean on a Friday. Risk assessments will be updated in line with these additional procedures.

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Extra materials have been ordered on top of the adequate supplies of disinfectant, soap and sanitiser we have already.

The DfE have advised that overall, PPE in schools for staff and pupils is not necessary. However, stringent hygiene measures remain essential. Gloves are available to treat first aid as normal and all classes have their own first aid kit. In the event of a pupil showing COVID-19 symptoms whilst in school, a mask, apron and gloves will be provided to the staff member supervising the pupil. We have allocated our Nurture room as an isolation room should it be needed and you will be contacted and requested to collect your child as soon as possible. A return to school date based on the guidance issued by Public Health England will be agreed with you and the whole school group including the staff will also follow the guidance.

If your child or anyone in your household has symptoms of COVID-19 then your child must not attend school but they and everyone in your household must follow the guidance issued by Public Health England on self isolating for 7 or 14 days as appropriate. In this case, please contact school and we will agree with you on what date your child can return to school and the whole school group including the staff will also follow the guidance.

If your child is unwell but not showing symptoms of COVID-19 we would ask that you not send your child in to school until you have contacted school. We will discuss your child's symptoms with you and agree whether or not your child can attend school and if not agree an appropriate date for your child to return to school.

We want to reassure you further that we have followed all guidelines and procedures and we are now in a position where all preparations are in place to ensure the safety of everyone in the school. We will be continually reviewing our procedures. I want to assure you that we are doing everything we can to keep your children safe however you will appreciate that I cannot make any guarantees that your child will be safe from the transmission of the COVID-19 Virus once they return to school.

Finally, I must stress that this plan is dependent upon Government advice. If anything changes we will review this plan and try to maintain flexibility in our approach to enable us to meet any new guidance that may come along. As you will be aware some Local Authorities have decided that children will not return to school in June. At the time of writing this letter Lancashire Local Authority has not made that decision. **If our plans are required to change because of information from the DFE or the Local Authority I will inform you by email.** Should you have any further questions regarding your child's return to school please do not hesitate to contact me via the school office or email.

Please continue take care and stay safe,

Kind regards

LJ Stinchon

Mrs LJ Stinchon

Headteacher

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If your child is in Reception or Year 6 they will be put into a group and you will be informed via email before their start date which group they will be in.

	Start date	Drop off time	Collection time	Location
Key Worker Children	Tuesday 2 nd June	Before school club Or 8.45am	After school club Or 3.30pm	Main entrance for before and/or after school club Or KS2 back door
Year 1	Monday 8 th June	9.00am	3.15pm	KS1 door
Reception Group A	Monday 15 th June	9.15am	3.00pm	Reception classroom door – bottom gate of EYFS play area
Reception Group B		9.15am	3.00pm	Year 1 classroom door – top gate of EYFS play area
Year 6 Group A	Monday 22 nd June	9.30am	3.15pm	KS2 back door
Year 6 Group B	TBC – may be subject to change	9.30am	3.15pm	KS2 back door

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