



**Bagshot Infant School**  
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Headteacher: Miss K Aldred

9<sup>th</sup> July 2020

Dear Parents/Carers

I hope this letter finds you all safe, well, and ready for the summer break ahead.

I also hope you found your conversations, over the past few days, with my Early Years lead teacher, Mrs Putman, helpful.

Accompanying this letter is some information; for you and your child, which we would normally have been able to share with you at our induction sessions. Please do not hesitate to get in touch with any queries you may have; there are no daft questions!

Further to government guidance, issued to schools on Thursday 2<sup>nd</sup> July, I have outlined below how we plan to open the school to our youngest children, assuming the government confirms it is safe to do so, in September.

I am mindful that the very youngest and newest members of Bagshot Infant School have not been able to participate in our usual induction process this term but, I am also aware that for many, they have also been unable to attend their previous settings for several months. To that end, I have taken the decision to not delay any further than is safely necessary, your children's start at Bagshot Infant School.

All Year one and two children will return to school on Wednesday 2<sup>nd</sup> September. For many, this will be their first experience of school for almost six months and as I am sure you can appreciate, will take a little settling in time.

Your children will then start school with us week beginning **7<sup>th</sup> September**, on a short-staggered basis, as outlined below. We believe this will give your child the opportunity to start school in a calm and safe manner, in turn leading to a happy future with us here.

Some of our decisions will vary from those of other schools; our buildings are very different, as are our staff and children. I am mindful that sometimes these decisions will not suit every family. However, based on our risk assessment, and considering our school context, I believe these are the right decisions to keep everyone as safe as possible.

You will see from the plan outlined below that when the children do all return we continue to strike a careful balance between keeping everyone safe and considering the impact on our very young children's mental health and wellbeing.

Whilst I recognise how nervous many of you will be about your child starting school, the government has made it clear that attendance will become mandatory again, come September. To that end, I have included as much information as possible about our procedures to reassure you but, I also appreciate many of you may have questions, specific to your family situation, that I have been unable to answer for you here. Please do not hesitate to get in touch if you would like to discuss anything.

### **What is our plan for a full reopening of school in September?**

The government, along with Public Health England, has set out overarching, essential measures that schools should implement in September. Many of these measures have been in place, throughout the summer term and we are already following but, I feel it is worth highlighting them here for you here. There are some additional measures that schools, and parents are now being asked to follow:

#### **System of Controls: Protective Measures**

- *Anyone that is ill must stay at home.*
- *Everyone must undertake robust hand and respiratory hygiene regimes.*
- *Enhanced cleaning measures must be in place.*
- *Everyone coming to school must now actively engage with NHS Test and Trace.*
- *Schools should aim to reduce contacts and maximise distancing between those in school, as far as is reasonably practical.*

### **When will my child start school?**

Your child will start school, in line with the season in which they were born, as detailed below, in line with our academic term dates and usual practice. Your child should come to school on their first day, fulltime and every day thereafter.

<b>Summer-born children</b> <i>(born between April 19<sup>th</sup>-August 31<sup>st</sup>)</i>	<b>Spring-born children</b> <i>(born between 4th January- 18th April)</i>	<b>Autumn-born children</b> <i>(born between 1<sup>st</sup> September -3<sup>rd</sup> January)</i>
<b>Monday 7<sup>th</sup> September</b>	<b>Tuesday 8<sup>th</sup> September</b>	<b>Wednesday 9<sup>th</sup> September</b>

#### **Pupil groups**

In line with government guidance we will minimise the number of contacts both staff and children will have each day. To achieve this, we will continue with our 'bubbles' model, that has been in place this term, but now have whole class 'bubbles', of up to 30 children, rather than the current government mandated maximum of 15.

The children will be taught by their class teacher and appropriate support staff. Government guidance states that it is safe for staff to cross from one 'bubble' to another, so long as adults maintain social distancing, wherever possible. There will be times, when staff will work across their year group, such as during Planning, Preparation and Assessment time and lunchtimes, but we will keep this to an absolute minimum.

Each group will work in an age-appropriate area of the school. Maple class will be taught in their classroom, within our Early Years area, situated on the school playground to the rear of the school. Cherry Class will be taught in the former Children's Centre building, to the right of the main school building. This will ensure our youngest children are able to learn, in an age appropriate manner, in the safest possible way, maintaining the integrity of our plans to prevent unnecessary mixing. Cherry class children and parents will be able to access their building via the Childrens Centre car park. Maple class children and parents will access their classroom via the main school front door.

Children will play within their classes at break and lunchtime and will not be allowed to mix with other classes. There will be no whole-school assemblies or other gatherings.

### **Staggered drop off and pick up times.**

The government has asked us to continue to stagger pick-up and drop-off times whilst ensuring the amount of teaching time is not reduced for any year group. We will stagger the drop-off and pick-up of children to ensure large groups of parents and carers do not gather, leading to social distancing becoming compromised and class groups mixing. Whilst staggered drop-off and pick-up have been very successful this term, it will be even more important that you are punctual, when all children return in September. You will note there is only a 15-minute window to drop off and collect your child, so please ensure you arrive and leave promptly.

At this time, we are unable to facilitate siblings being picked up at the same time. Please collect your child at their allotted time and place. As the term progresses, we will review this situation and consider how this could be adapted to help those of you with two children at school.

### ***Start and end times will be as follows:***

<b>YEAR R</b>			
<b>Drop off time:</b>	9.00am		
<b>Pick up time:</b>	3.15pm		
<b>MAPLE class drop off/pick up point:</b>	School front door	<b>CHERRY class drop off/pick up point :</b>	Children's Centre car park

<b>YEAR 1</b>			
<b>Drop off time:</b>	8.45am		
<b>Pick up time:</b>	3.00pm		
<b>BEECH class drop off/pick up point:</b>	School front door	<b>OAK class drop off/pick up point:</b>	Ramp entrance

<b>YEAR 2</b>			
<b>Drop off time:</b>	8.30am		
<b>Pick up time:</b>	2.45pm		
<b>CEDAR class drop off/pick up point:</b>	School front door	<b>HOLLY class drop off/pick up point :</b>	Ramp entrance

### **Entry to school site**

Before entering the school, parents must ensure that their children have thoroughly washed their hands at home. On entry to the school all children and adults will use hand sanitizer and then wash their hands at designated sinks.

To limit congestion and aid social distancing measures outside of the school only **one parent** can drop children off, at their designated entry point, at their designated time. Signs and posters will be displayed to show parents where and how they should safely line up, observing social distancing measures. Children will also leave by the same place, observing those same measures.

Parents must arrive promptly to ensure we have sufficient space between parents outside the building and should not gather in groups once their child has been collected.

To keep everyone as safe as possible **parents and any other adults will not be allowed access to the school building, unless it is deemed an emergency.** A member of staff will be at each entry point to escort children safely to their classroom and take quick messages. Any parent with a query will need to telephone or email the school office to arrange a telephone discussion.

If children wish to use bikes and scooters on the way to school these cannot be left on the premises and must be taken away again.

I do recognise that for our youngest children, starting school is a happy but somewhat anxious time; therefore for the first week of term Maple class children and their parent will be able to enter the school site to drop off and pick up their child. This will give you and your child the opportunity to get to know your child's teacher a little better and prepare them to be dropped off at the front door, to a familiar face the following week.

Due to the location of Cherry classroom, parents and children will be able to drop off and pick up directly at the building gate.

### **Before and After School Provision**

The government acknowledges the logistical challenges that schools face, of being able to safely provide before and after school wrap-around care, whilst maintaining the integrity of 'bubbles'. At this time we are unable to offer any wrap-around care or clubs for at least the first half term. We will of course review the situation, in line with government guidance, and are fully committed to working with our providers to find a way of offering some form of care for those working parents that have no alternative arrangements. I do appreciate how difficult this will be for some of you, and I would like to reassure you this is not a decision that has been taken lightly, but safety must always come first.

### **Enhanced Cleaning**

The school will be subject to enhanced cleaning routines. High touch areas, within the classrooms and communal areas will be cleaned frequently throughout the day.

Every evening the whole school will be cleaned by our team of contractors.

### **Communal areas**

We will limit the group movements around the school at any one time. Some areas will be closed off e.g. small shared group areas, library, cloakroom areas and the office reception area. These communal areas are the greatest risk to cross infection. Children and staff will remain in their learning area or outside as much as possible.

Toilets will be assigned to year groups of children, supervised by staff, and cleaned frequently.

### **Classroom organisation**

For our Reception children, in reality we know that it will be impossible to enforce social distancing rules or expect them to sit in rows, at tables all day. Therefore, in our EYFS classrooms as much unnecessary equipment and furniture will be removed to provide the biggest possible floor area for each class group

Unnecessary items will be removed from the classroom to reduce infection risk and assist in cleaning. **No toys or any other objects can be brought to school.**

Doors will be propped open to reduce staff/children touching communal surfaces and windows will be opened for ventilation.

Each learning area/classroom will have appropriate cleaning materials in order to continually clean areas such as tables, backs of chairs and door handles.

Children should wear their school uniform and parents should facilitate a full change of clean clothes every day, if at all possible.

Guidance now allows children to bring a bag to school so book bags can be brought every day. Please ensure this is checked and emptied daily and wherever possible given a clean each night.

Children will need to bring a full P.E kit, in a named bag to school.

Hand sanitizer will be available in each of the classrooms and all communal areas such as the reception area and entry points. Reminders to use hand sanitizer and regular hand washing will be placed all around school and children will be expected and supervised to wash their hands several times during the day.

### **Lunchtime**

A cold packed lunch will be provided to each child in school. The children will eat their lunch in the classroom.

We are currently working with our caterers to establish if a hot lunch could be provided, but this is not likely to be before October half term. I will keep you updated on this.

Each reception child will be provided with their own Bagshot Infant School water bottle, on their first day at school. They will then need to bring this bottle, clearly named and filled with water, each day.

Reception children will have their own designated lunchtime play areas. The two classes will not mix.

### **Illness**

If a parent suspects or knows that their child is ill, they **MUST NOT** send them to school and will need to ring the school office to inform us.

Only emergency and some routine medicines such as inhalers, EpiPen's and crème for eczema will continue to be administered to children. Calpol or similar will not be administered. Children requiring such medication should not be sent to school.

Hay fever medication should be administered at home before coming to school. If your child suffers from Hay fever, please inform the school office so that a note can be made.

If a child displays any COVID-19 symptoms in school, we will isolate the child immediately, contact you and ask you to come and collect them, and keep them at home until such time as you receive a negative test result. Children must be tested if they display any symptoms. If this happens, we will close down the class for all children and staff and no one should return to school until we confirm a negative test result has been received. If the result is negative children can return to school.

We are acutely aware that, as parents and carers, you like us remain very anxious about the Covid-19 situation and the impact the virus can have on us. For this reason, we are asking you, in the spirit of openness and honesty,

to share, in confidence, with us if a household member is displaying symptoms. If this happens, we believe it is entirely appropriate, in order to prevent exposing the school community to unnecessary risk; to close the class as outlined above.

If other cases are then also confirmed at the school Public Health England will advise the school on next steps/possible closure.

### **NHS Test and Trace**

Government guidance is clear to schools that all members of the school community, including staff and parents should engage with the NHS Test and Trace service, when schools reopen fully in September.

All staff members and parents/carers will need to be ready and willing to:

- Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested; including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

I appreciate this is a lot of information to digest and consider. As the pandemic evolves some of our measures will inevitably need to adapt and change but, I hope this letter gives you a sense of the measures we have planned to safeguard your child/children and school staff.

As ever, stay safe, keep your family safe and I look forward to welcoming you in September

Yours sincerely

Miss K Aldred