



Writtle Infant School

A very special place, where learning has no limits.

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Dear Parents and Carers,

Following my letter on Wednesday outlining our approach if the school were to re-open to increased numbers of pupils, I am writing to provide further details on how the school day will operate. I stress that this wider re-opening will only go ahead if the Government decides that its conditions have been met, which will not be determined until the end of next week, so I will keep parents informed over the half term break. **Please read this letter carefully as there is a lot of information to take in!** If you have any queries, please email the school as our phone line will not be manned next week. **The earliest date that the school will re-open to EYFS children is Tuesday 2nd June.** Monday 1st June was originally scheduled to be a non-pupil day and this will give us additional time to prepare if the Government do approve a wider re-opening of schools. **Children of key workers will be accommodated in school regardless of the Government's decision.**

Bubble allocation

As explained previously, children have been grouped into "bubbles", which will not mix with any other children. This is to limit the spread of the virus, should there be a positive case. As children of key workers are in school on different days, they may not be with the same children every day, but they will stay within their bubble each week. Due to staffing availability we cannot run daily bubble groups for key worker children. Unfortunately we also cannot control any additional risk from exposure to children who may use breakfast clubs or after school childcare. Children in EYFS will be in bubbles with their usual classmates, but key worker children will be from mixed classes, so we have named their bubbles Badgers and Owls to give the children a sense of belonging. Your child has been allocated the following bubble:

Bubble	Start week	Classroom	Teacher
Owls	Weekly pattern agreed in advance	Parrots	Miss Wilson

Drop off and pick up

We will stagger drop off and pick up times to facilitate social distancing. **Please ensure that you arrive promptly for your allotted time slot and that you leave the site as quickly as possible.** The playground gate will be open from 8.30am. If you require breakfast or after school care, please contact The Ducklings Nursery on 07771 645270 by Monday 25th May. **Children must be brought to school by only one adult and wherever possible, siblings should be left at home. All parents must adhere to social distancing while on school premises and supervise their children to do the same. Please observe the 2 metre markings along the path, in the playground and at entrances to the school and do not allow your children to access playground equipment which has been taped off.** If your child is upset we will of course do our best to support you and offer comfort from a distance, but parents cannot enter the building, so children must be able to walk into school by themselves. If they are very distressed, it may be better to support them in the safety and comfort of your own home until they are ready to return to school. Your child's drop off and pick up times are stated below.

Bubble	Drop off time	Pick up time	Playground door
Owls	8.45am	3.10pm	Door outside Squirrels

Social distancing and hygiene measures

We have introduced a number of measures to maintain social distancing and increased hygiene as the children return to school.

- Children will sanitise their hands at the school entrance, then wash their hands as soon as they enter the classroom and frequently throughout the day, as well as before and after eating and after using the bathroom or being outside.
- Children will be asked to wipe taps and other surfaces after touching them.
- Children will be asked to use tissues when they sneeze or cough, to dispose of those tissues correctly and to wash their hands afterwards.
- Individual resources will be used wherever possible, with any shared equipment reduced, only used by one bubble at a time and cleaned after use.
- Classes have been re-arranged to distance children and staff and reduce available touch-points (photos below).
- Children will be asked to maintain their distance from staff and each other wherever possible.

Our values: Honesty, Independence, Perseverance, Inclusivity, Politeness
School documents can be printed, translated, or made available in alternative formats (e.g. large print), on request.



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- Only one class at a time will be allowed to use corridors.
- Children will no longer run errands or move around the school unnecessarily.
- Use of the playground will be staggered at break and lunch time so that it is only used by one bubble at a time.
- Lunch will be eaten in the classroom. Ashlyns will provide a packed lunch if requested (details below).
- The school will be closed on Fridays for deep cleaning of classrooms before the arrival of the next bubble group.

Preparing for school

In sending your child to school we assume that you have understood and accepted the additional hygiene requirements and social distancing arrangements in place and that we have your full support in preparing your child for these measures at home and ensuring that they are observed in school. You may well be anxious about their return and as a school we acknowledge the enormous responsibility we have in trying to prevent the spread of the virus. However as I have said previously, we cannot guarantee a risk-free environment. Please support our efforts to minimise the risk by strictly observing the following:

- **If ANY member of your household is unwell with a fever, new persistent cough or loss of/change to their sense of smell or taste, you must follow the NHS guidance on self-isolation for your whole household and not send your child to school. You must inform the school by 8am**, so that we can tell other families in your child's bubble that one of their class-mates is self-isolating. Absence for any other reason must be reported by 9.15am.
- **We strongly encourage testing of children or their family members if they are experiencing symptoms of coronavirus.** Everyone over the age of 5 can now get a test, and even if your child is younger than this, they will still qualify as they or their sibling are attending a school or childcare setting. If the test is negative, you can end your self-isolation. If the test is positive you must let us know so that we can take appropriate action in school. **If a child at school tests positive then their whole bubble, including staff, will be asked to self-isolate.**
- **If someone in your household is extremely clinically vulnerable (shielded), we do not recommend that your child returns to school** as it is acknowledged that children in this age group are highly unlikely to be able to follow the stringent social distancing guidelines necessary to protect their family member.
- **Parents must be readily available to collect children should they become ill** – as they may well be in an isolation room until they are picked up. Children cannot be collected by anyone outside their household. **You must ensure that we can contact you immediately in an emergency.**
- If you do not wish your child to attend their allocated week, you must let us know by the Thursday prior to their arrival.
- **Parents/carers are no longer permitted inside the school building, including the reception area/toilet.** In the event of an emergency, please observe the distance markers if you need to approach the office. Meetings with parents will be conducted by telephone or by pre-arranged appointment at a safe distance. We are readily available to all parents by telephone and email.
- **Please ensure that you remind children how to wash their hands thoroughly for 20 seconds, including their wrists.** We cannot go into the bathroom area with them, so this frequent task will need to be done independently.
- Children are not permitted to wear face coverings in school, in accordance with government advice.
- You are strongly encouraged to wash school uniform every day. Unfortunately we cannot sell new uniform at the moment, so if you do not have enough uniform to last the week we will understand, but uniform does help the children to realise that they are now back at school, with different rules to those they may have been used to at home.
- **Please do not send in PE kits** as children will not be changing for PE. However, children's clothing and footwear must be suitable for physical activity – summer dresses, formal trousers and sandals can be substituted for leggings, joggers, shorts that are easy to move around in and trainers. We will not be able to tie shoelaces, so please ensure the children's shoes have Velcro fastenings.
- **We will no longer administer medicines unless they are listed on an agreed medical plan**, e.g. an epipen or inhaler. Parents must administer any necessary antibiotics, pain relief or hayfever medication before school and consider whether their child is well enough to be in school if they require medication throughout the day.
- Please apply long lasting sun cream before school when the weather is hot and ensure your child has a named hat in school.
- We will endeavour to deal with children who need to change their clothes, for example due to a toilet mishap, but as we will have fewer staff in school, we may need to call upon parents more often than usual.
- **Please do not send in your child's book bag.** All children have access to Bug Club for reading.
- **Please ensure your child has a full, named water bottle every day**, which can be refilled at the sink. Water fountains will be out of use.
- **Please send in two fruit or vegetable snacks in a named container each day.**

- **Please ensure your child brings a named pencil case to leave at school**, containing the following equipment for individual use: writing pencils, coloured pencils, felt-tip pens, ruler, pencil sharpener, rubber, glue-stick. Every item in the pencil case must be named.
- **Please also send a named tube/pot of barrier cream/hand cream to leave in school.** At the end of last term we found that many children were experiencing sore hands as a result of frequent washing.
- **Please send in a named bag of spare clothes, including underwear (all labelled) to leave in school.**
- **Ashlyns will offer a daily packed lunch.** Menus will be sent to you by ParentMail over the next week and you will need to let us know if you would like this option, or if you want to provide your own. If your child is bringing their own packed lunch, they must have it with them in the morning, in a named lunch box.
- Your child must have everything they need with them at the start of the day and be able to carry it all into school on their own. **Items that have been forgotten (e.g. water bottles, packed lunches, snacks) can no longer be dropped off at the office as we cannot take them to class.**
- No clubs or other school events will run for the remainder of this term.

I appreciate that these measures are very stringent, but I am confident that you would expect nothing less from us, given the risks we now need to mitigate for coming weeks and months. I am sure that as we re-open more issues will come to the fore, as we are dealing with unique circumstances for which there is no precedent. Despite the social distancing and strict hygiene measures, we will do our utmost to maintain a welcoming, nurturing environment and on the children's return, the curriculum emphasis will be on well-being and settling back into school routines. I thank the staff for their relentless hard work in preparing the curriculum and school building for our return and I am grateful to you all for your understanding and co-operation. I will write to parents of EYFS children again next week, when we hear of the Government's decision, but in the meantime I hope you all enjoy the half term break.

Warm regards,

Helen Castell

Helen Castell
Headteacher

Example key worker classroom:



Example EYFS classroom:

