



Monday 24th August 2020

Dear Parents / Carers,

Thank you for your patience in waiting for news as to how we intend to move forward in re opening the school to our children on Thursday 3rd September 2020. We hope you have enjoyed a lovely summer and the delicious breakfast hampers and hot meals that have been delivered over the holidays. We are extremely grateful to 'MFC Foundation' for continuing to provide this support.

I am now able to set out further details of how school will work in September. It is important that you understand what the school day will look like for your child and the steps we have taken to keep our children and staff safe. Please note that 2 year olds and Nursery children return to school on Monday 7th September and NOT Thursday 3rd September. This is to allow staff to settle in our youngest new starters and socially distanced visits.

In September you must not send your child to school if they display any of the symptoms listed below:

- **A high temperature**
- **A new, continuous cough**
- **A loss or change to their sense of smell or taste.**

After careful consideration we have made the difficult decision not to open our **FREE Breakfast Club** in the Autumn term. Children are not allowed to mix with other classes; therefore, we cannot offer this service in the dining hall. Instead, doors to classes will open at 8.45am and the children will be greeted with toast, bagels, fresh fruit or a cereal bar which they can enjoy whilst completing a morning job or reading a book. Classroom doors will be locked promptly at 8.55am. Any child arriving after this time will need to enter via the school office. All classes will remain in the same classroom throughout the day and where possible with the same adults. Class bubbles will not be able to mix throughout the day.

The paid breakfast club for working parents will re-open in the week commencing 7/9/20 and will only have a limited number of places. If you require a place in the paid breakfast club, please email the school office by Friday 28th August. All places must be booked and paid for in advance (using Parent Pay) and children **MUST** arrive between 7.30am and 7.45am **ONLY**. The door will then be locked until doors open for normal school at 8.45am.

Afterschool Clubs will re-open on 14/9/20 but will be limited to class bubbles only. Art club on a Monday 3-4pm will be for KS1 children only and places must be booked and paid for in advance. Tuesday will be Y3/4 Multi sports club and Wednesday will be Y5/6 sports club with Simon Carson. Unfortunately, due to the restrictions, we cannot mix classes and offer a film club at this present time. If you are a working parent and are worried about child care provision, please email the school office on office@lingdale.org and we will try our best to support you.

School Arrival and Pick up Arrangements

Parents and pupils must observe social distancing measures and remain a metre or more apart from other groups whenever possible. Parents should bring their children to school via the entrance indicated on the table below. A member of SLT will greet KS1/KS2 children at the playground gates, before they walk directly to their usual classroom doors. Another adult will be waiting to take them inside their classroom. 2 Year old, Nursery and Reception children can be taken to their cloakroom doors.

KS1/2 Parents are not permitted beyond school gates unless they have made special arrangements with the office to meet with the Head teacher or another member of staff. If this is the case, you should come into school via the front entrance.

All parents should observe any social distance markings in place. Any parent arriving late with their child should contact the school office. Only one parent/adult should drop and collect their child. Other siblings should not attend at drop off and pick up times. If there is absolutely no alternative, then they must remain beside their parents. Toddlers should remain in their pushchairs and not be allowed to roam.

School Opening Times

Little Explorers (2 year olds)	Little Explorers entrance	Drop off 8.45am	Pick up 11.15am
Nursery	Nursery Entrance	Drop off 12:15 am	Pick up 2.55 pm
Reception	Reception Entrance	Drop off 8:40 am	Pick up 2.55 pm
Year 1/ Year 2	Y1/2 Entrance	Drop off 8:40 am	Pick up 3:00 pm
Year 3/ Year 4	KS2 cloakroom	Drop off 8:45 am	Pick up 3:05 pm
Year 5/ Year 6	Main hall fire doors Entrance	Drop off 8:45 am	Pick up 3:05 pm

Please leave the school **promptly** and do not linger to talk to others - even if at a safe distance.

Organisation of Children in school

Pupils will be divided into class 'bubbles' with dedicated members of staff for that bubble. Teachers will be supported by other teachers and teaching assistants.

Risk Reduction for the children:

- There will be no whole school gatherings of any kind.
- Playtimes and lunch times will be staggered with children in class group bubbles only.
- Hands will be washed or sanitised on entering the building, after going to the toilet, after break-time, before and after lunch and as they leave to go home
- Children will learn the bubble rules on how to keep safe.
- Children will be taught how to wash their hands effectively.
- Children will be taught the 'catch it, bin it, kill it rule.'
- KS2 Children (Y3,4,5 & 6) will have PE **EVERY MONDAY**. They will need to come to school wearing their PE kit that day. Where possible, PE kit should be a plain white T shirt with black or navy blue shorts and trainers. Should the weather turn cold the children may wear their outdoor PE kit of black or grey jogging bottoms, white t-shirt and black/blue jumper. Y1 & 2 children will have PE **EVERY FRIDAY** and will need to come to school wearing their PE kit.
- Age appropriate handwashing guidance is displayed the toilet areas.
- Windows will be open and internal doors will also be left open to ensure that rooms are well ventilated. Please remember to send your child with a labelled school jumper or cardigan every day.
- Teachers and teaching assistants will clean touch points around each classroom throughout the day.
- Classrooms have been redesigned so that as far as is practical the children will sit in pairs side by side facing the front.
- The school will be thoroughly cleaned daily.

Risk Reduction for Staff

- As alluded to above, adults should aim to maintain a distance of one metre or more from children or, if required to spend time in closer proximity, this should not be for more than a fifteen minute period.

- ***First aid can be given only if appropriate personal protective equipment is worn. We will have access to adequate face masks, aprons and gloves.**
- There will be staggered break times / lunch times and drop offs / collections. These are now more stringently timetabled.
- No parents / carers are to enter the building. We will operate a 'one parent / carer per family' for both drop off and pick up.

Personal Protective Equipment (PPE)

As at present, there is no expectation that this should be worn in usual, day to day circumstances. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
- **a staff member is classified as clinically vulnerable and this is identified as a control measure within their personal risk assessment.**

Behaviour

Bubble rules will be clearly displayed in all rooms and children will be taught the bubble rules and 'catch it, bin it, kill it' approach. The usual high expectations for pupils' behaviour continue. I am attaching our 'Bubble Rules' so that you can share with your child prior to their return to school.

Attendance

Normal protocol will be resumed for all children. Daily registration will take place at 9am prompt. It is important that children arrive at school on time. This will allow for the precautionary measures that have been put into place to be effectively managed and with minimal disruption to the child's learning.

Break times and lunch times

Breaks will be staggered to enable social distancing. We have created a one way/keep left system to allow classes to have breaks without disturbing other bubbles. There will be limited play equipment available, which will be disinfected after use.

YEAR GROUP	Morning/Afternoon on break	Break Exit	LUNCHTIME	
			LUNCH	BREAK
Nursery	Free flow	-		
YR	Free flow	-	11.30-12 (classroom)	12-12.15pm Nursery/Reception area
Y1/Y2	10.15-10.30am 1.40-1.50pm	Y1 door YR/Y2	11:35- 12 (Dining Hall)	12-12-20 (playground)
Y3/Y4	10.35am-10.50am 1.55-2.05pm	KS2 cloakroom	12:05 - 12.25 (Dining Hall)	12.25 - 12.50 (playground)
Y5/Y6	10.55-11.10am 2.10-2.20pm	Main hall fire doors	12.30 - 1pm (Dining Hall)	12.50-1.15pm (playground)

Catering arrangements

Our intention is to return to offering a hot meal provision straight away to all children. All children in Reception and KS1 will receive a FREE universal paid school meal. Any parent in KS2 wishing for their child to bring a packed lunch from home, please ensure this follows the packed lunch guidance on our website. Packed lunches MUST be in a wipeable lunch box and these will be stored in class bubbles.

If you do not wish your child to have a school lunch, please note you MUST contact the school office as soon as possible to allow us to inform our catering provider that a lunch will not be needed. **They need at least two week's notice to stop or re-instate lunches. ALL PAID lunches must be paid in advance using parentpay. Any dinner money arrears MUST be paid in full before 2nd September 2020.**

Where pupils are currently in receipt of a weekly free school meal voucher under the government scheme, please be aware that these will stop in September.

Use of Equipment

Pupils will now be permitted to share some resources. Each child has a tray with designated equipment. Materials and surfaces will be cleaned and disinfected more frequently in school, as will constructive play materials in Nursery, Reception and Year 1/2. Children will be provided with the individual resources that they will need each day and they should not bring anything else to school. Each child's resources will be kept with them throughout their time in school. Coats will be kept on pegs or on rails in designated areas away from other bubbles, where this is not possible, they will be kept on the back of the child's chair.

Uniform and items from Home

- It is expected that all pupils will wear full school uniform with the exception of PE days.
- Our children should be able to fasten and unfasten their own coats and shoes, please check this is the case before sending them to school - this is especially important in Nursery, Reception, Year 1 and Year 2.
- Children must not bring book bags to school as we are unable to store them; they can however bring their reading book home and return it to school each day.
- No personal items should be brought to school other than a coat and sun hat. All children will be provided with a filled, clean water bottle every day that will stay on site.
- Sun cream should be applied before arriving at school so there should not then be a need to send any to school.
- Any reading books or school resources that are currently at home should be returned on their first day at school.

Learning Provision

Staff will have amended timetables from September. This will allow us to ensure Quality First Teaching is underpinned with timely interventions and a progressive 'Catch up' curriculum that will both embed previous learning whilst moving the children on to new material. We will continue to use the outdoor space as often as is possible in Nursery and Reception and where appropriate in all classes. All teaching will reflect the learning needed to ensure the curriculum is fully covered and children are well supported to reduce any gaps in attainment that have appeared during lockdown and summer holidays. There will be a focus throughout school on personal, social, health and emotional well-being to allow the children to express their experiences and emotions linked to being in lockdown.

Contact with School

- All contact with school is via telephone and email.
- Do not visit the office, call the office on 651723
- Adhere to all measures in place, particularly drop off and pick up times.
- Ensure that we have your most up to date contact details and that you can be contacted throughout the day.

- Do not send letters or notes into school, notify the school office if needed via email.
- Expect a phone call from school each day your child is absent if we have not received a message from yourselves about their absence.

Safeguarding/SEND

Parents should contact Mrs Thornton regarding any safeguarding issues.

Parents should arrange an appointment with Mrs Jones regarding any SEND issues.

Pupil illness

If your child becomes unwell at school, you will be asked to collect them immediately. We therefore need you to be contactable at all times. Your child will be kept in isolation with a member of staff while we wait for your arrival.

Parents of children displaying symptoms of Coronavirus should either go online to book a Coronavirus test or ring 119. They will need to isolate until they have the result of the test or for ten days and their fellow household members for fourteen days.

Where a staff member or child tests negative for coronavirus, they may return to school and their household members may end their isolation.

Where a staff member or child tests positive for coronavirus, the rest of the group (bubble) will be sent home and asked to isolate for fourteen days and Public Health England may contact all the families with children in that bubble.

Safety and handwashing

Staff and pupils will be encouraged to wash their hands more frequently using soap and water for at least 20 seconds. Instructions are displayed within all toilet rooms.

Children should avoid touching their face, mouth and nose area and staff will remind children about this regularly.

The 'Catch it, Bin it, Kill it' approach will be taught and used by all. Each classroom has a lidded bin and each classroom will be provided with tissues. All used tissues should be placed in these bins.

Posters will be displayed around school to remind children about good hygiene and social distancing.

Government guidance states that it is not necessary for children to wear masks.

In order to protect the well-being and safety of our staff and pupils, I must emphasise the need for everyone to follow the social distancing measures as outlined by the government. We will not hesitate to refuse entry to school for any child whose family, including older siblings, are found to be ignoring social distancing rules.

While I appreciate that this is a lot of information to comprehend (and can sound rather formal), I am sure you will agree that the children are our most precious assets and their safety is paramount. We are truly looking forward to seeing their smiling faces again in September, Thank you once again for your continued support during these difficult times.

If you have any un-answered questions, please do not hesitate to contact me through the school office.

Yours sincerely,
Mrs Thornton
Headteacher