

Guidelines For Reception

Dear Parents/ Carers,

We are looking forward to welcoming Year One and Reception back to school. They will join the children of Keyworkers who have been attending our 'mini school' throughout the closure. Safety for staff and children is obviously our priority so please read this information very carefully and keep it somewhere safe so that you can refer back to it. If there are updates or changes to the guidance, we will put them on the website and in an email so please do check for these. Bear in mind this may be on a daily basis!!

To contact the school, please email or phone to minimise the number of adults on the school site.

If you, your child or a member of your household has symptoms of the coronavirus, do not enter the school site. Follow government guidance on getting a test and keep the school informed as to the outcome. The symptoms include a temperature, a new cough and loss of taste or smell.

- **How will I drop off/ pick up my child?**

Only one parent / carer should accompany the child to school. We encourage you to walk to school. If your child wishes to scoot or cycle you will need to take the scooter or cycle home with you as the scooter park is closed. If you have to use public transport, we encourage you to wear a face covering. Children will enter school via the new gate at the front where they will be met by staff and brought into school. We are hoping that the adult won't need to come on to site but we understand that some children may not be happy to do this in the first instance. If you need to drive and can pull up on the school side of the road, you do not need to get out of your car, we can meet them. Try not to bring siblings to school if possible.

Arrival time is by surname and you can arrive at any time during this window:

A-L 8.30am- 8.45am

M-Z 8.45am- 9.00am

Please move along swiftly once your child is in to enable social distancing around the school, as tempting as it will be to stop and chat with each other!

The pick-up window is between 3.10 and 3.20. Come in through the new gate on Monday afternoon, your child will be with an adult in the playground who will dismiss your child into your care. Leave swiftly by the new gate to minimise congestion. We will give you further instructions for how we will proceed with this.

- **What are the school's cleaning arrangements?**

We have additional cleaning happening throughout the day, including high traffic areas, by our Premises Team. Our regular cleaning contract has been extended to include a before and after school clean. All classrooms have access to additional cleaning equipment which the adults can use regularly too. All equipment has been approved for use in school.

We have installed additional handwashing facilities and the children will wash their hands regularly throughout the day including on arrival, after playtimes and before eating. It would be helpful if you could work with your child on these skills and teach them about the 'Catch it, bin it, kill it' approach to stop the spread of germs. We will be working on this in school as well.

- **What will the classroom look like?**

Children will be in groups of no more than 15. They will stay in these groups all day. The teachers have tried to group the children in their classes to make it nice for everybody. The children will have a lot of support in getting used to this arrangement and their wellbeing will be our priority. Please

respect that these groups cannot be changed as it is a key action to prevent the spread of the virus that these groups are distanced.

We can however, assure you that all of the children will have teaching input from their class teacher during the day in a way that is safe for all. The children will be with the usual Reception staff team.

We will be making full use of all of our outside areas as well as the classrooms. Equipment will be cleaned in between each group of children.

- **What are the lunch arrangements?**

Lunchtime will remain mostly the same, with the children dining and playing in their groups from 11.30. Reception will have their own lunch hour, followed by Year One to maximise space in the playground. Each group will have a zone which will contain play equipment. The equipment will be cleaned at the end of each day. The children will rotate around the zones across a week so they get a varied experience.

Please ensure children have their own water bottle as the fountains will not be in use.

Please do not bring any toys to school.

Please bring their own spare set of clothes if your child is prone to toileting accidents.

- **Will we run Extended Service/ Breakfast Club?**

Our breakfast and extended service will continue to be available for the children of Keyworkers and those families who have been using it during the closure. If a specific need arises, please contact the school or LYE. There will be no lunchtime or after school clubs. We will let you know when these can safely resume.

- **What happens if my child is unwell?**

We are sure you will appreciate that our number one line of defence against the spread of the virus is isolating when unwell. For this reason, we ask you to be vigilant with your child's health and to keep them at home if they are at all unwell or if anyone in your household is unwell. You should keep the school informed and seek out a test, letting us know the result as soon as possible. In the event of a positive test for coronavirus, we have strict guidelines in place for actions to take around isolation and cleaning.

If your child becomes unwell at school, we will telephone you and you will be asked to collect them immediately. Whilst you get here, your child will be cared for away from other people in a well-ventilated place.

If your child needs any medications unrelated to the symptoms of the coronavirus, this can be authorised by email or phone call. Place them in a clear plastic bag (labelled) and hand over to staff at the gate.