

9th July 2020

Dear Parents and Carers,

Firstly, I would like to take this opportunity to thank all of the parents and carers for the support you have given the school during this difficult time. The recent partial school closure has challenged us all and the staff appreciate all that you have done to support your child's learning during this time.

Following the Government announcement last week and their subsequent guidance for schools, I am pleased to be able to confirm that we are looking forward to welcoming **all children** back in September for the start of the new academic year. Our first day back will be an INSET day for staff training and then following this, the new term will start for all children on Tuesday 8th September.

I understand that many parents and carers may feel anxious about their child returning to school following this period of partial closure. Below you will find more information about how the school day will be organised and the changes that we need to make in order to operate within the government guidance.

Who can now attend school and from when?

- All children who are on the school roll are able to attend the school from 8th September 2020.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19 or where a positive test has been confirmed. You should follow the advice for self-isolation and only send your child back to school at the end of this period. You must inform the school via email enquiries@ledgerlane.outwood.com if this is the case. It is essential that you inform us of any positive confirmation of Covid-19.
- If you are concerned about your child's health and the implications for their return then please discuss this with both the school and your child's healthcare professionals.

Class Organisation

- Children will work in class sized 'bubbles'. They will spend the majority of the time working solely with this group. The only exception to this will be when they are part of wider year group bubbles for the purposes of specialised teaching and intervention.
- Your child's class and class teacher has already been communicated to you in a previous letter.
- A number of hygiene controls are in place across the school to ensure the safety of children. These controls include measures such as children being seated at double desks facing forwards. Social distancing is not enforced in the same way as it is in wider public circulation but a sense of distancing and awareness of personal space will be promoted wherever possible.
- At social times, children will be able to play together (with other children from their class bubble) but will be taught about the importance of limiting physical contact. Children will have breaks throughout the day and the outdoors will be used as much as possible.
- Our behaviour policy has been adapted slightly to ensure that at C4 & C5, children do not move to another area of the school but instead spend time working just outside of their classroom. This is essential to ensure that there is minimal movement throughout the school.
- Our behaviour policy messages of 'Be Safe, Be Responsible and Be Respectful' will be used positively to reinforce the essential safety and hygiene measures that we will promote within the school e.g handwashing, limited movement and minimising mixing of groups.

Cleaning/Health and Safety

- Our cleaning schedule has increased to ensure more regular and deeper cleaning as well as some cleaning throughout the school day.
- Children will wash their hands as they enter school in the morning and from breaktimes. As always, they will be required to wash their hands after visiting the toilet and before eating their lunch.
- All soft furnishings and cushions will be removed from the classrooms.
- We will always try to maintain safe distancing in school but please be aware this will be challenging, especially with our younger children. This is recognised in the government guidance to schools and it is more important that we implement the hierarchy of hygiene controls.
- There is no expectation that staff will routinely wear face coverings. However, staff may wear PPE in very specific circumstances.
- Please also note that, especially with our younger children, it is possible that a member of our staff may have to comfort your child if they become distressed.
- If your child comes to school in a face mask then this will need to be disposed of (if disposable) on entry or sealed in a plastic bag if it is a reusable mask.

Lunchtime

- Our school meals service will be available from September. Initially we will begin by providing a cold meal option but will increase the availability of hot food over the initial half term.
- Free school meals will also be available and will be provided to all children who qualify for these. This includes universal free school meals for children in Reception to Year 2. If you feel that you now qualify for a free school meal, please contact the school office who will inform you of the application process.
- May we take this opportunity to politely remind you that school dinners for children in Y3 – 6 should be paid in advance for the week ahead via parent pay.
- If you do not wish for your child to have a school meal, they will need to be provided with a packed lunch.
- To help us to plan for the number of meals that are likely to be served, we would appreciate it if you could complete the following survey: <https://forms.gle/c4ZtRfY8XD7TZ2o9>

What will children need to bring/wear?

- Your child should wear our school uniform as normal. Full school uniform expectations remain including black school shoes. Trainers are not part of our uniform.
- Compliance with our existing school uniform policy is required in relation to jewellery. There should be **no earrings on return to school**.
- Your child will be provided with their own stationary. They do not need any other equipment and therefore school bags should be kept to a minimum size as these will need to be stored within the classroom.
- A PE kit will be required on the days when your child is scheduled to have a PE lesson. Your class teacher will communicate the arrangements at the start of the new term.
- Please provide your child with a bottle that they can use for water throughout the day. This will need to be taken home and brought back each day.
- As usual, a coat and (where necessary) sunhat/cap should be brought to school.
- On particularly sunny days, please apply sun cream to your child's skin **before** they come to school.

The start/end of the day

- In order to reduce the number of people at the school gates we have staggered start times:
 - 4/5BN, 5AB, 6MB and 6NC will start school at 8.40am and will leave at 3.05pm.
 - 3MR, 3ES and 4PW will start school at 8.45am and will need collecting at 3.10pm.
 - 1MA, 1VP, 2KB and 2KM will start school at 8.55am and will need collecting at 3.20pm.
 - Rainbows and Sunshines will start school at 9.05am and will need collecting at 3.30pm.
 - Nursery
- It is important that only one adult accompanies your child at drop off and collection times.
- With our new extension in use from September, there will be a new entrance into school. A one-way system will be used to minimise contact between parents and children on site. This will be a temporary measure during the Covid crisis.

- Children from Y5 (including class 4/5) and Y6 will go straight into their classroom at their allocated time without lining up in the playground. We politely ask that Y5/6 parents leave their children at the gate, minimising the number of adults on site. Parents of Y4 children in the mixed class are welcome to walk their children to class if they wish.
- Children in year groups 1 – 4 will line up in the playground at their allocated times. Please note that only one adult should accompany your child into the playground.
- Children in Nursery and Reception will need to be dropped off and picked up outside their classrooms. Please see the plan below which indicates where the entrance to these classrooms are.
- Unfortunately, parents are unable to enter the classroom with their child, this includes Nursery and Reception. Staff will be waiting at the door to greet your child and ensure they enter school safely. We appreciate your patience in allowing children to be greeted individually to ensure that they are settled and happy.
- If you have more than one child attending at different start and end times, please contact us by email and we will do our best to suggest an alternative arrangement for you.
- Once having dropped your child off, can we please ask that you exit the site using the one-way system.
- Please see the plan below which gives more detailed information about location of classes, where children will be lining up / entering school and the one-way system.



Access to the school

- At the start of the school year we will only be accepting visitors by prearrangement. This includes parents and carers. You should not come to the school office in the first instance but should make contact by phone or email.
- If you do need to visit the school it is essential that you let us know in advance and gain agreement of the school.
- We will review this position throughout the term as social distancing guidance is reviewed.

Attendance

- The Government has confirmed that attendance at school is statutory and parents/carers have a legal duty to ensure that their child attends. We will follow our normal protocol for following up on non-attendance.
- If you wish to discuss attendance with the school, please contact us so that we can work together to meet this requirement.
- If you go on holiday at the end of the summer break and have to follow quarantine arrangements, you should let the school know that this is the reason for your child's absence.

Next Steps

Before your child returns to school, we need to ensure that all of your contact details are up-to-date. Please use the following electronic form to submit your details. <https://forms.gle/jg4a7dwNTgs2p538A>. These will only be used for the purpose of updating your child's records on our school information system.

The return to school is subject to the government's confirmation during the summer break. If our plan has to change we will confirm this with you, otherwise we look forward to welcoming your child back on Tuesday 8th September.

Thank you again for your continued support and cooperation at this difficult time.

Yours faithfully,

Mrs R Skirrow
Principal