



Telford Infant School

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1st September 2020

Dear Parents and Carers,

RETURN TO SCHOOL– SEPTEMBER 2020

I hope that you had a wonderful summer, despite the COVID restrictions, and that you and your families have stayed safe and well. Sarah Boad our Chair of Governors and I wrote to parents and carers on 17th July to share the school's plans for full reopening in September. The purpose of this letter is to provide you with some key reminders about reopening which I hope you will find helpful. Please do refer back to the previous letter for a more detailed overview if you need to, you can find a link for it under 'Latest News' on the home page of our website: <https://www.telford-inf.warwickshire.sch.uk/web>

We are very excited about meeting our new Reception families at long last, when they attend their school visits this week. Further information on how the Reception bubble will operate and what children need to bring to school will be provided at the school visit meeting. However, Reception drop off and collection times for week 3 onwards (w/c 14th September) will be provided to Reception families at the beginning of week 2, once we have had time to see and review the current procedures in action.

- **Organisation of Classes**

While the children will mainly be taught in their own class they **will be organised into Year Group 'bubbles'**. Bubbles of children can mix with each other during learning and playtimes but not with other children throughout the school. Children will not be required to socially distance from other children in their bubble.

- **What your child needs to wear and bring into school**

Children should **wear normal school uniform**.

PE kit – PE will be outside for at least the first half term so **please ensure that your child has outdoor kit and trainers when the weather turns colder** (this does not apply to our new Reception children).

Children can bring in **essential** named items only into school: **book bag, reading book, coat, water bottle, piece of fruit, lunchbox**. Please do not send in any other items, eg. pencil cases, toys, items for 'Show and Tell'.

- **Food**

A free school lunch will be provided for all children by Educaterers and will be a choice of hot or cold deli bag eaten in the classroom. If you prefer to send in a homemade packed lunch instead please label your child's lunchbox on the outside and ensure it is cleaned in hot, soapy water each evening. If you are providing your own packed lunch

please email the office team so that the correct number of free school lunches can be ordered. Please note that the school kitchen requires you to keep lunch arrangements consistent on a weekly basis.

Please send in a clearly named water bottle with fresh water for your child each day.

We are still waiting for confirmation as to whether the government's free fruit scheme will resume. **If you wish your child to have a mid morning snack please put a piece of fruit in their book bag.** NOT strawberries, kiwi or pineapple please due to allergies.

- **Access to the school building**

We have always been very proud of our open door policy for parents but physical access to the building cannot be permitted in the short term under the terms of our Risk Assessment. **Parents and carers are not permitted to enter the school building (including classrooms) without a prior appointment.**

For now parents are asked to **contact class teachers by email on admin2326@welearn365.com** – your child's class teacher will respond to you by email or phone.

The **school office is manned between 9am and 4pm** for any general phone queries or email messages.

We highly value the strong relationship we have with our families at Telford Infants and we shall be in touch very soon about alternative plans that we are making to share and celebrate your children's learning with you, including online Learning Reviews with parents. We are keeping an open mind about Christmas and will review this in October!

- **Clubs**

SMILES Club will be partially reopening and our SMILES Club Manager has been in touch with families of children due to attend to confirm arrangements. **There will be no other after school clubs** for at least the first half term.

- **Arrangements in the event of enforced school closure/bubbles of children being sent home**

Schools must have a plan in place for remote learning and for providing onsite education for key worker and vulnerable children by the end of September. Ms Roberts and I have been working on this over the summer holidays and we shall be in touch with you about this shortly.

- **Drop off and Collection**

*We are trialling the following one way system and staggered start and end times. Please be aware that if these systems don't work as we expect them to then we will have no option but to adapt them.

*There will be a **one way system around school in a clockwise direction**. At both drop off and collection all families must **enter through the pedestrian gateway**, walk through the front playground, past the Reception outdoor classroom, around the back of the school and then down the side of the school next to Juniors and **exit through the Year 3 and 4 Junior School gates**.

*There will be arrows marking this out and staff will be on hand whenever possible to support a steady flow of families on site.

***Children will enter and exit school using their external classroom door** – there will be a sign showing the class name on each door. We respectfully ask parents to maintain a 2m distancing from each other and Telford staff to ensure everyone's safety. Sunshine class children will use the door in between Primrose and Sunshine at the back of the school at the start and end of each day – a member of staff will be on hand in the first few days to direct you.

*The school day will be staggered as follows:

CLASS	DROP OFF TIME	COLLECTION TIME
Sunshine Indigo	8.45am-8.55am	3.05pm-3.15pm
Primrose Sapphire	8.55am-9.05am	3.15pm-3.25pm
Amber Turquoise	9.05am-9.15am	3.25pm-3.35pm

*Families with 2 children attending Telford Infants are asked to drop off and collect their child at the earlier time provided.

Childminders and childcare clubs must to drop off at the earlier time and collect at the later time due to the larger numbers of children involved.

New Reception parents will be informed of their child's class times separately during week 2 (w/c 7th September) – we need to trial the above system before we can make an informed decision for another 90 families.

*If you arrive later than 9.15am please take your child to the main school entrance where you can sign them in on a 'Late slip'. Please then press the buzzer and a member of staff will welcome your child and ensure they get safely to their classroom. We regret that parents/carers cannot be allowed to enter the school building. We respectfully ask parents to maintain a 2m distancing from each other and Telford staff to ensure everyone's safety.

* Children will wash their hands frequently throughout the day and at the start and end of the day this may need to be by hand sanitiser rather than soap and water. **Please email the office or inform your child's class teacher if your child cannot use hand sanitiser** so that they can wash their hands with soap and water instead. Please do **not** send in hand sanitiser for your child.

* For your information - you will see contractors working onsite in the area around the back of the school kitchen. This is a long awaited project to replace our very old unreliable and inefficient school boiler and the works will not affect our reopening Risk Assessment or the Health and Safety of the school in any way.

Here is a summary of what you can do to help keep Telford Infant School community safe. Please:

***Do not send your child into school if they or another member of your household has coronavirus symptoms. Let us know as soon as possible.**

*Should your child develop symptoms of coronavirus during the school day we will sensitively isolate them from others and immediately phone you. **Please collect your child as a matter of urgency and take them for a coronavirus test.**

*If needed, **engage with the government's Test and Trace process and any quarantine rules if you have recently returned from abroad.**

***Respect social distancing** around the school site. Keep a safe distance from other families and school staff at all times. It is currently not in the government guidance that you or school staff must wear a face mask on the school site but we are happy for you to do so if you wish.

***Minimise the number of people on the school site by arranging for only one adult to accompany each child at drop off and collection times** – this one adult may vary from day to day.

***If you wish your child to wear a face covering when travelling to and from school please remove it and take it home with you at the start of the day and put a fresh one on your child when they have been handed over to you by their teacher at the end of the school day.** The recent government guidance still states that primary aged children do not need to wear masks whilst in school.

***Keep your child and younger siblings by your side** during drop off and collection times. Do not allow your child to ride on their bike or scooter on the school site and do not allow them to play on any outdoor equipment in the school grounds during drop off and collection

***Park scooters/bikes in the bike park outside Indigo classroom (the bike park outside the main entrance to school is closed)**

***Leave the school site swiftly and keep the area around the school gates clear.**

***Ensure your child washes their hands** thoroughly before leaving home in the morning and when returning home in the afternoon. **Put some tissues in your child's pocket each day.**

***Reinforce effective handwashing and good respiratory hygiene at home:**

Handwashing: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Coughs and Sneezes: <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

***Be very patient with us while we embed new systems and processes. We are doing our very best to make school safe and happy for everyone but are having to follow stringent guidelines.**

This is just a very small part of the school's revised arrangements and I would like to thank all the staff who have worked over the holiday period to ensure that school is ready to welcome back the children and that we have all the necessary safety measures in place.

Last but definitely not least, I fully understand that parents and children may have mixed feelings about returning. Some children will settle back quickly while others may need some additional support - we will do whatever it takes to ensure the needs of each child are met and will continue to keep wellbeing at the very heart of our curriculum. As already mentioned the school staff have worked incredibly hard on our reopening plans and we are ready for you! I am confident that if we all work together we can continue to make Telford Infant School the positive, happy place we all wish it to be for every child to learn.

I am really looking forward to seeing you all again. A very warm welcome back!

Yours sincerely,

SA Oustayiannis

Mrs Siân Oustayiannis - Headteacher

