

# Dudley House School

## Information about the reopening of school



22<sup>nd</sup> May 2020

Dear Parents,

We'd like to thank you for your continuous support in helping your child learn from home. We would also like to thank you for the positive words and messages of appreciation that you have sent us. They have been gratefully received and mean a great deal.

### School Reopening

We have been working extremely hard to ensure that all the necessary protocols and procedures are in place to reopen our school safely and minimise risk. To ensure everything is ready, last night the governors decided to delay the staggered return to school until Monday 8<sup>th</sup> June, as long as the government and local authority say it is safe to do so.

We are looking forward to welcoming pupils in Class 1 (Nursery), Class 2 (Reception & Year 1) and Class 4 (Year 6) back to school during the week commencing Monday 8<sup>th</sup> June, alongside children of critical workers.

Monday 8<sup>th</sup> June - Children in Class 2 and 4 and children of critical workers (not class 1)

Tuesday 9<sup>th</sup> June - Children in Class 1

Monday 15<sup>th</sup> June - Provisional date for children in Class 3

If your child is not in nursery, reception, year 1 or year 6 and you are classed as a critical worker, please confirm whether you would like your child to return to school in June and from what date.

### First week of term

We will continue to provide home learning for the first week of June and for those children who are unable to return to school yet. Packs will be available to collect from school on Sunday 31<sup>st</sup> May between 10:00 and 10:30am, for those who have ordered them.

The Golden Book Assembly and class Zoom meetings will continue in the first week of June.

Class 1 - Monday 1<sup>st</sup> June at 10am

Golden Book - Monday 1<sup>st</sup> June at 10:30am

Class 2 - Tuesday 2<sup>nd</sup> June at 10am

Class 4 - Wednesday 3<sup>rd</sup> June at 10am

Class 3 - Thursday 4<sup>th</sup> June at 10am

If your child will remain at home beyond 8<sup>th</sup> June, we'll continue to support you and them with home learning. Please do continue to stay in touch with us about how your child is getting on.

### Returning to school

With returning to school we know that it will be an anxious time for us all. I need you to know that we have worries like you all do. We have put lots of protective measures in place to minimise risk, however, we cannot guarantee that children will be able to socially distance 100% of the time, but we will do our utmost to keep your children and ourselves safe from Covid-19.

School will not be the same as it has always been, because of the unusual measures that we have had to put in place, but we will do our best to make it as positive as it can be. We are still hoping that we will be able to do lots of lovely things and enjoy being together despite the restrictions.

In order to comply with Government Covid 19 guidelines there are some changes to the usual school routines and these are set out below:

## **Procedures**

### **Before School**

Most children should arrive at school during the following times:

Class 1 and 4 – 8:35 to 8:45

Class 2 and 3 – 8:45 to 8:55

Children should walk up school side of drive with their lunch box and drinks bottle and enter one at a time into their classroom, through the external propped open door. If several children arrive at once they should wait on drive until sent to their classroom by a member of staff.

All children must arrive on time to avoid using the front door.

For parents with work commitments who need children to arrive between 8:15 and 8:35 am

- Children should put their lunchbox and drinks bottle outside of their classroom (Class 4 on steps to playground) and walk up the slope to their designated play area on the playground.
- A parent of a child in class 1 may accompany them to the bottom of the slope by class 3. Other children to walk on their own to the playground.

When the whistle blows all children to stand still in own space. Children sent one at a time to class. Children collect lunchbox and drinks bottle and enter school through open classroom door.

### **On entry to school**

Children will enter school through their open classroom door, then go to their table, put their coat and lunchbox on the spare chair and their drinks bottle on the table. Children will then wash their hands at the classroom sink and return to their chair.

Children in Class 1 will be asked to put their coats in cloakroom one at a time, lunchboxes and drinks bottles away and then go to assigned area.

### **End of day**

Collection at the end of the day should be by just one parent per family. Please walk up the school side of the drive and down the carpark side of drive.

Class 1 parents please wait near the gate. Class 2 and 3 parents please wait against the wall near your child's classroom. Class 4 parents please wait opposite the steps near staff cars.

Collection times:

Class 1 and 4 – 3:20 pm (Monday to Thursday), 12:20 pm on Friday

Class 2 and 3 – 3:30 pm (Monday to Thursday), 12:30 pm on Friday

All parents and children must leave the site promptly. Please social distance yourselves as you leave school amongst the other families.

### **After School Clubs**

This has been limited currently to children who need childcare. There will be no extra-curricular clubs or Friday club this term to minimise groups mixing. After School Care must be booked, so we know who we are catering for.

When collecting your child, please ring the front doorbell and remain outside whilst your child is collected and brought out to you.

### What children need to bring

- Packed lunch and snack
- Water bottle
- PE kit and trainers/ plimsolls (to remain in school)
- Normal school uniform should be worn
- No school bags or book bags

### Our infection control measures

**Children must not attend school if they or a member of their household has any symptoms of Coronavirus.**

#### Social distancing

- We will encourage social distancing as much as possible, but it cannot always be guaranteed.
- Children will stay in their class groups, including breaks, to minimise mixing with others

#### Classroom

- Children will remain in their classroom for most of the day, unless they are learning or playing outside with their class group, etc.
- Individual tables and play areas have been arranged to allow children to be as spaced out as much as possible. The government recognises that it may not always be possible for children and the staff working with the children to maintain a distance of 2 metres from others.
- Children have been allocated their own equipment to use where possible.
- Shared resources will be cleaned after use.
- Resources have been reduced and any soft toys and soft furnishings etc. removed.

#### On the playground including break and lunchtime

- Playtimes and lunchtimes will be staggered and the playground / field will be split into zones for the children to remain in their small class groups.

#### At lunchtime

- Children will eat in their classroom with their teacher.
- The Lunchtime Supervisor will supervise 2 classes playing outside in their own designated areas.

#### Hand-washing procedures

- There will be regular hand washing throughout the day mainly when transitioning between classroom and outdoor space, handling equipment, or before eating.

#### Additional cleaning during the day by classroom staff

- There will be cleaning kits for each teacher to regularly clean surfaces during the day.
- Bathrooms will be cleaned during the day.

#### Minimising contact with others

- There should only be one parent per family on site at any one time and they must remain outside the school building.
- Visitors will not be allowed into the building at present.
- Contractors will be asked to come outside school hours.

#### School communication

- Parents, please telephone the school office on 01476 400184 or email if you have a query.
- Letters will be emailed home and posted on the school website.
- Online meetings can be arranged with staff where needed.

### Illness

- Children with any illness, should remain at home.
- Children who become unwell during the school day will be sent home.

### PPE

- The government has recommended that we are not to wear PPE including face masks, unless we are dealing with a suspected case of Coronavirus or it is currently used in school e.g. for intimate care.

### If a child or member of staff displays coronavirus symptoms

If a child, or staff member develops symptoms compatible with coronavirus, (*develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell - anosmia*), they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.

### Online Parent Meeting

We are planning to hold an online meeting for parents in the first week of June, to talk you through the new procedures and answer any questions that you may have. We will send out the link after the half term break.

We will continue to communicate with you as effectively as we possibly can and keep you up to date.

Stay safe and take care.

We miss you all hugely.

Mrs Johnson and the Dudley House Team