



29th May 2020

Dear Parents/Carers,

I write to you to set out the arrangements we have made to increase the numbers of children using the school facility in line with the government's guidance for both schools and Early Years settings.

Before I explain this plan, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since the start of this crisis. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have a child with special educational needs or disability, or if you are a single parent.

It was with pleasure that I heard the announcement from Boris Johnson on Thursday evening, 28th May, that we will be able to open for increased numbers of children now that the government can confirm that their five key tests justify taking this step.

#### **Which children can attend from 1 June?**

As you may be aware, we have remained open for the children of critical workers and vulnerable children since the crisis began and have been operating with smaller group sizes, additional hygiene, and infection control measures. The government is now encouraging all eligible children to attend and it is no longer necessary for parents of eligible children to keep them at home if they can.

We have already asked for this information from you and appreciate the prompt responses we received which has enabled us to build a safe plan. You will be emailed separately if you have requested a place for your child/children with the protocol for timings and entrance and exit points of your child's class group or bubble pod.

Some categories of children with specific serious health conditions should not attend their school or Early Years setting. If you are unsure whether your child should attend due to a health condition that they or someone they live with has, please contact us via the office and we can discuss the details with you.

#### **Protective measures we have taken in light of coronavirus (COVID-19)**

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our school and Early Years unit.

These stringent steps have been in place throughout the Upton Hub working and the risk assessment for this work on our website.

We will be:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
- Keeping our children in small groups working as bubble pods with as much consistent staffing as possible and minimising contact with other groups around the setting.

- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the school early years unit.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tabletops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- Asking children not to bring toys or other items from home to the Early Years unit or into school, unless this is essential to their health and wellbeing if this is the case please select something plastic and not a cuddly toy if possible.

### **What can parents and carers do to help?**

There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure and not bringing toys to the setting:

1. If your child or someone in their household has coronavirus symptoms, they should not attend the setting under any circumstances. Any parents and carers of children attending the school and early years, and members of their household, will have access to a test if they display symptoms of coronavirus and all are encouraged to get tested in this scenario. Please call the school office for further information and see the website for links.
2. Any child with symptoms of suspected coronavirus will need to be collected immediately
3. Please encourage your child/children to think about school and all the lovely things they will do on their return. We are aiming to spread hope and positivity through a variety of things we have planned this term both in school and for home learning.

### **Testing**

All children who are attending a childcare setting or school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to school and childcare, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting. We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#).

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to us from 1st June.

A plan will be sent later today of the class groups who will be working in the bubble pods and the entrance point for your child/children. We are looking forward to welcoming your children back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting. The Governing body have reviewed all the information and the Local authority have passed our risk assessment showing we are fit to open to the wider group. We have worked diligently since the start of this crisis to keep you fully informed as much as we possibly can do and provide a safe environment for our community. If you have any questions or suggestions, please let us know.

Below are some resources for our Early Years younger children that you may find useful. The website has links for the older children.

Yours Sincerely

**Julie Wills**  
Headteacher

**Resources to help children to learn about coronavirus and how to keep themselves and others safe**

- [Professional association for children and early years \(PACEY\): supporting children in your setting](#)
- [Dr Dog explains coronavirus](#)
- Busy Bees:
  - [2 metres apart activity \(PDF, 2MB\)](#)
  - [Our hand washing song \(PDF, 958KB\)](#)
- [Bright Horizons: Talking to Children about COVID-19 \(novel coronavirus\)](#)