St Ives Infant School
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Dear Parents/Carers of Nursery

Thank you for your patience as we prepare for September. It is an exciting prospect to welcome back our children but logistically has been quite difficult to ensure we meet the most recent guidance whilst doing so. However we are now pleased to be sharing our plans ready for the new school year.

Systems of Control

The most recent government guidance (at the time of writing) focuses on two main systems of control; Prevention and Response. This means that as part of our plans, and our new risk assessment, we have specific plans in place to meet both of these, in brief these are;

Prevention

- Minimise contact with individuals who are unwell – keep action plan in place for any child or adult showing signs of the virus. We also ask for parents' cooperation in not bringing a child to school that may be showing symptoms. Communication is key between parents and school as well as school to parents/carers.
- Cleaning hands regularly
- Good Respiratory hygiene by promoting 'Catch it, Bin it, Kill it' approach
- Enhanced cleaning including more frequent cleaning of high traffic areas e.g. door handles, taps etc.
- Minimise contact between individuals and maintain social distancing wherever possible
- PPE, when a staff member is in close contact with a child or adult presenting with symptoms or when an adult is providing intimate care

Response

- Engage with NHS Track & Trace (Visitors will be kept to a minimum but where there are visitors details will be taken for Track & Trace)
- Manage confirmation of any confirmed cases
- Follow Health protection team advice

School Operations

In terms of how school will run, we will still operate a staggered start and finish time along with staggered break and lunchtimes. This is to ensure we minimise contact between groups of children.

The start and end time of school will vary for each bubble. Nursery will remain in their own Nursery bubble.

When parents are accessing school **during** the school day (i.e. for midday collection/drop off), please keep to the top, paved area and spend as little time as possible on the school site. This is to protect both parties from coming into contact.

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles.

The guidance asks that we encourage parents to walk or drive to school rather than taking public transport where possible and only one parent will be permitted on the school grounds.

Staff from the appropriate year group will be on the gates to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents must not congregate at the 'drop-off' point, they must instead arrive on time and then depart as quickly as possible.

Parents must arrive on time for entry to school, they must not arrive early or late. In the instance that parents have children in more than one year group, parents may wait with their children on the school field, away from the path, strictly following social distancing from other parents and children. Parents will be asked to drop off and leave, rather than remain on school grounds.

Again, parents must not arrive early or late at the end of the day. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through email if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming onto the site without an appointment is not allowed. However, parents are able to call and receive support over the phone or via email.

Any fabric non-disposable face coverings that staff or children are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Attendance

Attendance procedures and expectations return to normal in September. Attendance is more important than ever as children need to be in to be welcomed back and start a routine again after our recent disruption. Due to the guidance parents need to ensure they arrive on time as late entry will be difficult to support due to crossing other groups. Please remember that communication is key, if your child is unable to attend school our policy states a phone call to the office is expected before the start of the school day. If we don't hear anything we will follow this up, as we have a duty of care for all of our children. If you need any support at all, then please contact us in advance, to discuss any barriers that may affect attendance. Mrs Parsons will be joining the team as our Family Liaison contact and will be available to chat and support our families.

Lunch & Break times

We will be back to providing our usual hot meal options from September. What will be different is that our lunchtimes will be staggered so that each year group will access the hall then the playground at different times, again to minimise contact. Break times will also be staggered.

Clubs

Breakfast club will be available to our children as usual, however due to current guidance we are not able to extend this to Junior School children at the moment. Depending on numbers, children who are in attendance, will be split into two groups linked to their usual daytime bubbles. We will be using the School Money app for parents to book and pay for places in advance. There will be an initial transition period where cash can still be taken, but we politely request that the app is the main way of paying as from October this will be our primary way of booking and paying for all of school costs.

There will be no after school clubs during the first half term at least. We will reassess later in the term dependent on the government guidance at that point.

Curriculum

We will initially have a period of 'readjustment' in September where we look at relationship building, establishing routines, assessing where the children are in terms of their academic, social and emotional needs. Our curriculum will then be delivered in full from that point ensuring that each child's needs are met with additional support and scaffolding as appropriate. We feel it is very important not to make judgments on how this period of time has impacted on our children. Instead we shall fully assess children when we are establishing new classes in September.

PE & Music

PE lessons will primarily take place outside or in smaller groups inside to limit contact. No contact sports can be taught or played at the moment.

Music will be taught however singing is currently not encouraged so unfortunately that will not be featuring in our timetable until guidance changes.

Reportable Assessments

The government have confirmed that the following will be back in place for the next academic year;

- End of Reception Year – GLD (Good Level of Development)
- Year 1 Phonics Check
- Year 2 – SATS
- Year 2 are expected to take the phonics check in Autumn 2, and again in the Summer term if they do not achieve the required standard.

Contingency plans for local lockdown

We have also planned for our procedures should we need to action a partial closure again due to local lockdown. This is prepared ready to communicate to you and the children as soon as this is asked of us.

Timings for your children are as follows;

Timings

Year Group	Arrival	Departure
Nursery	8.45am Bottom Gate Only 12.30pm Top Gate Only	11.45am Top Gate only 3.30pm Bottom Gate only

**Please note this is the full time day for existing children and new children after the planned transition period, which you can find below;

Yours sincerely

Leisa Farrar
Headteacher

Emily Lewis
Assistant Headteacher

Transition for new children only –

Reply Slip – Nursery Hours

Name of Child _____

Please select 3 times (numbered 1 – 3 in order of preference) that you would like to come with your child for their induction and we will do my best to fit in a time that suits you. The team will meet you at the bottom gate and visit the nursery garden for a 1 to 1 chat.

Days and times available from Thursday 3rd September

Monday	8:15-8:30		3:40-3:55		4:00-4:15	
Tuesday	8:15-8:30		3:40-3:55		4:00-4:15	
Wednesday	8:15-8:30		3:40-3:55		4:00-4:15	
Thursday	8:15-8:30		3:40-3:55		4:00-4:15	
Friday	8:15-8:30		3:40-3:55		4:00-4:15	

Then please select the sessions you wish your child to attend the nursery from the second week back in September.

	Morning	Lunch	Afternoon
Monday	8:45-11:45	11:45-12:30	12:30-3:30
Tuesday	8:45-11:45	11:45-12:30	12:30-3:30
Wednesday	8:45-11:45	11:45-12:30	12:30-3:30
Thursday	8:45-11:45	11:45-12:30	12:30-3:30
Friday	8:45-11:45	11:45-12:30	12:30-3:30

Signed _____ Contact Number _____