

Lethbridge Primary School

Live Learn and Achieve at Lethbridge

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Academy Status



16th July 2020

Dear Parents

This letter contains very important information about the return to school for all children in September. I know this letter is very long but please read it very carefully.

The Department for Education (DfE) has published guidance which includes a number of mandatory elements which all schools are required to put into place to minimise the risk of transmission of coronavirus (COVID-19). There is also freedom within the guidance to allow schools to put in as many mitigating features as they can, within their individual contexts, to allow all children to return to their schools in September on a full time basis. These key points include information from Public Health England and the expectations on schools for operating in this new context.

At Lethbridge Primary we have used the guidance to set out our plans for September. All arrangements and changes have been made in order to welcome all children back into school as quickly as possible and to keep everyone as safe as possible. Thank you for your full cooperation and many kind words during the last few months and your support as we enter this next phase.

Term 1 starts on Tuesday 1st September, we have decided to postpone our usual TD day and utilise the first week as a transition week; this will enable a smoother transition back into school. For **our current Year R – Year 5, in week one** children will return to their **OLD CLASS** for that week.

New starter Reception children will have their own induction arrangements and separate details have been sent out with regard to this.

In the second week, we will hold our **TD day on Monday 7th September** and then on **Tuesday 8th September** children will start with their new teacher in their **NEW CLASS** room.

This means that the arrangements for your child's start time, end time and entrance and exit to the building will be different in week one and week two.

So, for example, if your child is currently in Hedgehogs class but will be moving to 1NS you need to follow the week one instructions for Hedgehogs and the week two instructions for 1NS.



You will receive your child's report in the next few days and included will be a letter informing you of your child's teacher for next year (starting week two).

The guidance states that we cannot have gatherings outside or inside of school and that there should be staggered start and finish times; to comply with this we are having to completely change the usual drop off and pick up arrangements. We have done our best to make this as simple as possible and as close to our usual timings as possible but we need you to act responsibly around the site during drop off and pick up time by maintaining social distancing in the area and ensuring your child stays with you and doesn't play with children outside of their year groups. We may need to stagger these further if these arrangements result in gatherings. We are very restricted by the size of our school site and the alley ways that run around the school so we really need your cooperation to make the start and end of the school day work well.

PREPARING FOR THE SCHOOL DAY

Clothing:

Full school uniform will be required for September. **PE kit should be worn to school all day on the day your child has PE**, this is a change to our usual practice during the COVID pandemic and is to reduce lost property in school and reduce the chance of children taking home other children's clothes. It will also save us time during the day as we will already be losing some teaching time for regular handwashing routines. Our school specific uniform (with the school logo) is available to purchase online through our supplier, <https://www.yourschooluniform.com/schools/index/lethbridge-primary-school-44489> , but logo free white polo shirts and navy sweatshirts are also acceptable.

Uniform should consist of:

Polo shirt- White, long or short sleeves

Sweatshirts/cardigans - Navy

Trousers/skirts/shorts/pinafore - Black

Shoes—Black, sensible flat heels

Summer dresses—Blue/white checked

PE kit should consist of (and be worn to school on the days they are due to have PE):

Jogging bottoms, leggings or shorts (dependant on weather/time of year) in plain colour

– Navy, black or grey

PE T shirt— white

Tracksuit top or sweatshirt—plain navy, black or grey

Plimsolls or trainers (Plimsolls or trainers should be worn all day on PE days, children do not need to bring school shoes as well)

Please label all clothes with your child's name. We will not be able to keep hold of lost property. If your child's clothes are labelled with their name, we will return them.

There will not be PE in the first week. Your child's new class teacher will let you know which day is 'PE day' going forward. Please wait to hear from them.

Water Bottles:

Water bottles must be provided for each child as we cannot use school cups from now on; please ensure the bottle is **labelled with their name** to ensure they are used by the right child whilst at school. Please can you wash the bottle immediately when it enters your home.

Packed lunches:

If your child is bringing a packed lunch to school, it must be in a plastic lunchbox or wipeable lunchbox so that it can be wiped down. Also, please try to ensure your child is able to open their own lunch box and items inside as we will need to try and reduce the close contact between children and staff where we can. Please can you wash the lunch box immediately when it enters your home. Please bear in mind that the lunch boxes from your child's class get mixed up together in a large crate during the school day.

School Lunches:

School lunches through our catering company, Aspens, will be available as usual with a hot and cold menu choice. You will order these in the usual way.

Those pupils entitled to a benefits based Free School meal or in Reception, Year 1 and Year 2 entitled to a Universal Infant Free School meal will be provided with lunch for free but you will still need to order this lunch for this meal to be prepared.

Bags:

To reduce the activity in cloakroom areas we are asking that children only bring in their plastic lunch boxes and water bottles and coat and a small bag. They will only need to bring in their reading book and homework folder with their lunch and drink. They will not need a pencil case. Please can children not bring in anything else from home.

EXTRA-CURRICULAR CLUBS

The Big A will be running before and after school childcare. We will not be running any school clubs run by members of school staff for the time being. We will review this each term. This will include our Friday afternoon clubs which would usually have run from 1.30pm to 3.00pm. Instead The Big A will provide childcare from 1.25pm on a Friday if you require it. Please contact The Big A directly on

<https://www.thebigclub.co.uk/> Tel: 07852222766 / 07832304452.

START OF THE SCHOOL DAY

Drop-off and pick-up:

There are two different drop off and pick up times and entrances and exits may be different to usual.

Class WEEK 1	Class WEEK 2	Entrance	Exit	In	Out
Hedgehogs	Hedgehogs	KS1 playground Children will line up on the playground and be collected by their teacher from there	From the classroom door to the KS1 playground	8.35am	3.05pm Friday – 1.25pm
Squirrels	Squirrels	KS1 playground Children will line up on the playground and be collected by their teacher from there	From the classroom door to the KS1 playground	8.35am	3.05pm Friday – 1.25pm
1 NS	1 NS	KS1 playground Children will line up on the playground and be collected by their teacher from there	The children will be seen out through the larger double doors between 1NS classroom and the reception classes There will be a one way system through the gated area outside the Year 1 classrooms	8.50am	3.15pm Friday – 1.35pm
1/2 LP	1/2 LP	KS1 playground Children will line up on the playground and be collected by their teacher from there	Children will be seen out through their classroom door There will be a one way system through the gated area outside the	8.50am	3.15pm Friday – 1.35pm

			Year 1 classrooms		
1 HF/CB	1 TR/CB	KS1 playground Children will line up on the playground and be collected by their teacher from there	Teacher will see the children out to meet their parent through the side door near the office doors near the benches at the front of the school – by the decorated archway doors	8.50am	3.15pm Friday – 1.35pm
2 HR/BL	2 HF/BL	KS1 playground Children will line up on the playground and be collected by their teacher from there	Seen out by the teacher through the archway doors on to the back KS2 playground	8.50am	3.15pm Friday – 1.35pm
2 KH	2 KH	KS1 playground Children will line up on the playground and be collected by their teacher from there	Teacher will see out through the classroom door Please stand by the bike racks to avoid crowding around the door	8.50am	3.15pm Friday – 1.35pm
3 MR/WC	3 MR/EM	KS2 playground Children will line up on the playground and be collected by their teacher from there	Children will be walked out to the KS2 playground to the climbing frame area Please stand in the KS2 playground	8.50am	3.15pm Friday – 1.35pm
3 CS/JK	3 CS/JK	KS2 playground Children will line up on the playground and be collected by their teacher from there	Children will be walked out to the KS2 playground to the climbing frame area Please stand in the KS2 playground	8.50am	3.15pm Friday – 1.35pm
4 DT	4 JM	KS2 playground Children will line up on the playground and be collected by their teacher	Children will be walked out to the KS2 playground through the	8.35am	3.05pm Friday – 1.25pm

		from there	archway door Please stand in the KS2 playground		
4 GB	4 KW	KS2 playground Children will line up on the playground and be collected by their teacher from there	Children will be walked out to the KS2 playground through the archway door Please stand in the KS2 playground	8.35am	3.05pm Friday – 1.25pm
5 TM	5 TM	KS2 playground Children will line up on the playground and be collected by their teacher from there	Children will be walked out to the KS2 playground through the archway door Please stand in the KS2 playground	8.35am	3.05pm Friday – 1.25pm
5 KK/CH	5 KK/CH	KS2 playground Children will line up on the playground and be collected by their teacher from there	Children will be walked out to the KS2 playground through the archway door Please stand in the KS2 playground	8.35am	3.05pm Friday – 1.25pm
N/A	6 GB	Wait in the area outside the year one classrooms to enter through the year 6 stairs when collected by the teacher	Children will be walked down the year 6 stairs and through the gates on to the Quarry Road alley way	8.35am	3.05pm Friday – 1.25pm
N/A	6 CC	Wait in the area outside the year one classrooms to enter through the year 6 stairs when collected by the teacher	Children will be walked down the year 6 stairs and through the gates on to the Quarry Road alley way	8.35am	3.05pm Friday – 1.25pm

Drop off and pick up

If children become upset and do not want to leave their parent, then a member of staff may not be able to intervene and comfort them as we have to try and keep social distancing between adults and children as

best we can. It may be that the parent has to wait if the child does not feel comfortable in coming into school in this manner. The class will need to go into the building at their time slot, senior staff will be available at the end of the drop off to support with any children needing additional support. This is not our usual school system, but we have to do it this way in these circumstances. Please keep to the 2m distance ruling yourself and ensure your child does so.

All children need to be brought to school and picked up by an adult for the first two weeks at least as we will need to help the children learn where to line up to be collected by their teachers and the new arrangements for entrance and exit doors. We need to ensure children are socially distancing and not playing or gathering outside of the school gates.

DURING THE SCHOOL DAY

Set up of classrooms and learning

We are aware that children will have had different experiences over the last few months at home or school. Teachers will work with the children to find out where they are in their learning and take them forward from there. We will need to spend time on team building and PSHE activities to support children's well-being on return to school and our first two weeks will be spent doing a whole school transition project based around the book 'Here we are' by Oliver Jeffers.

In KS1 and KS2, the classrooms will be set up with all tables in rows facing the front of the room, meaning no child will be facing another.

Social distancing will be encouraged where possible, in accordance with the most recent government guidance.

All non-essential furniture will be removed from the classrooms.

Each child will be provided with their own pencil case containing regularly used resources (such as pencils and pens). Please do not send a pencil case in with your child.

The use of shared classroom resources will be monitored carefully and regular cleaning will take place.

Reading books will be used and can be taken between school and home. We will store returned books for a period of 48 hours before passing them on to another child.

PE kits do not need to be brought in to school; children will wear their PE kit to school all day on the days they have PE. Your child's class teacher will let you know which day of the week this will be.

Regular wiping of hard surfaces; cleaning materials are available in each room.

High use items such as stair bannisters, toilet flushes and door handles will be cleaned during the day.

Classrooms will be very thoroughly cleaned every night in accordance with Public Health England advice.

There will be regular, monitored hand hygiene routines for pupils and staff that will include the monitored washing of hands, when using the toilet, and before and after eating, amongst other occasions during the day. There will also be hand sanitiser for supervised use in school.

Bubble groups

The bubble groups will change in line with new guidance for September opening; at Lethbridge Primary we will have year group bubbles. For the majority of the time the children will remain in their class groups. The year group bubbles will be in place so that we can enable some movement of staff and so that children within a year group can share the playground and the hall at lunchtime. Year groups will be sat separately from each other to eat lunch and playgrounds will be sectioned off to allow a year group to play within one area. For our mixed class of year one and two children the break and lunch time arrangements will be that they are 'bubbled' with their own year group.

Social distancing

Although children will not be expected to entirely social distance from each other, we will be discouraging unnecessary contact. The guidance given to us states that the adults within the school should be adhering to social distancing of 2 metres from children and other adults whenever possible.

We understand that children may find it difficult to socially distance and this may not be considered necessary between the children at all times, after all we do need to run the school so that children can enjoy school and learn, however there will be strict rules around behaviour that is deliberately dangerous. It will not be acceptable for children to purposely spit or bite. Staff do need to maintain social distancing as much as they can and so if a child's behaviour is such that physical intervention by staff is necessary to keep children and adults safe we will need to strictly apply our behaviour policy. We understand that some children may find settling back in to school life challenging after this extended break and we will do all we can to support them however staff safety is also incredibly important.

Toilets

We only have a limited number of toilets within the school and so this will mean that in some cases more than one year group will be using the same toilets. We are, however, increasing our cleaning routines and all touch surfaces in the toilets will be cleaned during the day. Children will wash their hands after using the toilet and we will ensure the numbers of children visiting the toilets at one time are small.

Face masks

If you choose for your child to wear a reusable face mask on their way to school, you must either take this home with you at the school entrance or your child must carefully remove it (without touching the front of

the mask) and place it in a sealed plastic bag which they should keep inside their school bag for the day. It will then be your responsibility to help them to put the mask back on for their journey home. Disposable masks will be disposed of in a lidded bin on their entrance to the school building. Your child will need a new mask for their journey home.

Some staff may choose to wear PPE in school. This may comprise of a face mask, face shield and/or gloves.

Breaktime and lunchtime

Break and lunchtime will be staggered so that all the children are able to have a decent sized space to play in without any contact with other year group bubbles.

Children will have access to outdoor play equipment such as balls and skipping ropes that will stay within their year group bubble. They will have access to the outdoor gym equipment if it happens to fall within their area of the playground. We will rotate the playground areas to ensure all children get access to outdoor gym equipment and climbing frames.

First aid for children

If safe distancing cannot be adhered to during the administration of first aid, a PPE kit containing a face mask and/or shield, apron and gloves will be used. We would, of course, not leave a child distressed so we will do all we can to treat children within school but we may call you to assist if absolutely necessary.

Medication and inhalers

Children will need to have their allergy medication and asthma inhalers from the very first day they are at school in September. These must be named and with the original labels and instructions.

If your child is poorly

If a child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), parents will be called and your child must be collected immediately. You will be advised to follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) meaning the family will have to self-isolate for 14 days and the child will need to have a test for coronavirus as they would be symptomatic. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or child with complex needs). It is important that we have **up to date contact details** for every child so we are able to contact parents promptly should their child become unwell. Children will go to an isolation space that will be located in the medical room to await collection. As parents, you would need

to inform us of the results of the test. Any positive test could result in the whole bubble (group) of children and staff self-isolating for 14 days.

Communication with the school and teacher

The front office and school buildings will be closed to parents and so all communication will be through telephone 01793 535033 or email to the school office admin@lethbridgeprimary.co.uk. All visitors to the school will be by appointment only.

As you will have read in this letter there are many changes for September and it will take us all a while to adjust. We ask for your full cooperation in the arrangements we are putting into place as we look to re-open for all 490 children. We will publish our full risk assessment on our school website before the end of this school year. Although this will be another new and challenging time for the school, we are very much looking forward to welcoming all the children back in September – we have missed them greatly.

Thank you for your continued support and best wishes,

Yours sincerely

Lisa Mayes

Head Teacher