

Dear Parents

I am writing with an update regarding the basement and to provide you with some key information regarding how school will operate to ensure the safety of all children and staff.

I would like to thank you all for your patience with the ongoing works to the school basement. I am delighted to let you know that the works are currently on track and we will be opening the main school building on Wednesday 9<sup>th</sup> September.

We are very excited to be able to have all the children back to school and as you can imagine we have planned carefully for their return. At the heart of our plans is the need to keep everyone safe in order to limit the spread of the coronavirus.

Please take the time to read the information below as it provides important guidelines that must be followed to ensure a smooth and safe return to school for all our children.

### The School Day

Children will be taught in their classes but will become part of a year group bubble. The majority of the children's time will be spent in their class, however there will be times when the children will be organised as a year group.

In order for us to comply with government guidelines there will be staggered start and finish times to ensure a limited amount of parents on the school site at any time and to ensure social distancing.

Please see the table below for your child's class details:

Class	Start Time	Finish Time	Pick up from (see map)
Hedgehogs	8.30am	11.30am	Nursery
Woodpeckers	8.30am	3.30pm	Nursery
Rabbits	12.30pm	3.30pm	Nursery
Owls	8.45am	3.05pm	Reception Quiet Room
Robins	8.55am	3.15pm	Reception Cloakroom
Foxes	8.45am	3.05pm	Year 1 Quiet Room
Squirrels	8.55am	3.15pm	Year 1 Cloakroom
Kingfishers	8.45am	3.05pm	Year 2 Quiet Room
Otters	8.55am	3.15pm	Year 2 Cloakroom

It would be very helpful if children could be dropped off and collected by **ONE adult** only as this will help social distancing. Adults must maintain 2m social distancing on the playground and act as a good role models for the children to follow in school. Adults must leave the playground as soon as possible in order for the next group to arrive safely. Similarly, at the end of the school day, please leave the grounds as soon as you have collected your child to give time for the next group to arrive.

We will be operating a one way system where parents will be asked to enter the school grounds via the main gates on Neal Street and exit through the side gate onto the public foot path. **There will be no access onto the school grounds via the side entrance.**

### Playtimes and Lunchtimes

Playtimes and lunchtimes will be staggered and children will be in their year group bubbles at these times. We will continue to provide school meals (please see menu below for the next 2 weeks) or your child can bring in a packed lunch should they prefer.

### Week commencing 7 September

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RED			Pork sausage roll	Ham Roll	Fish Finger Wrap
GREEN			Veggie hot dog	Cheese Roll	Cheese & Tomato Pizza
BLUE			Cheese Roll	Tuna Roll	Egg Roll

### Week commencing 14 September

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RED	Chicken Meatball Baguette	Ham Roll	Chicken Roll	Ham Roll	Fish Finger Wrap
GREEN	Bean Burger	Cheese Roll	Quorn Fillet Wrap	Cheese Roll	Cheese & Tomato Pizza
BLUE	Cheese Roll	Tuna Roll	Cheese Roll	Tuna Roll	Egg Roll

### Classrooms

Classrooms have been rearranged in line with government guidance and children in Key Stage 1 (Year 1 and Year 2) will have forward facing tables.

### Social Distancing

Socially distancing children of a young age is an almost impossible task. We will talk to the children in school about the importance of social distancing and will model this as best as we can. There will be times when children will be close to each other, staff and resources will be shared.

### Handwashing

Regular handwashing and the use of alcohol based hand sanitiser will be part of the children's everyday routine. The children will wash their hands when they arrive at school, before snack time, when they return from breaks and lunchtime and before and after eating.

Regular and thorough hand cleaning is going to be needed for the foreseeable future. Children will wash their hands for 20 seconds. This may cause your child's hands to become dry and sore. Please ensure you keep your child's hands well moisturised.

### Cleaning and hygiene

The children will be taught to 'catch it, kill it, bin it' when using a tissue. The children will be encouraged to avoid touching their eyes, nose and mouth. Enhanced cleaning will take place throughout the school day with an extra focus on touch points e.g. table tops and door handles.

### Attendance

The government expects all children to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any absences. As of Wednesday 9<sup>th</sup> September our Attendance policy will be back in operation. If your child is not in school you must contact the office before 9.15am – you can leave a message on the absence voicemail or email [absence@fieldinfants.herts.sch.uk](mailto:absence@fieldinfants.herts.sch.uk) and please leave a clear message with your child's name, class and details of why they are not coming in.

### Quarantine

If you have been overseas during the summer holiday you may have to quarantine at home. Please do let us know if you have returned from another country after 24<sup>th</sup> August so we can check that your child is able to come into school.

### Breakfast Club

Breakfast club will be starting again from next Wednesday for children from Reception upwards. We have to ensure registers are accurate and numbers carefully monitored as these may be needed for track and trace purposes if a case of coronavirus occurs. If you would like your child to attend please fill in a registration form if you have not already done so (available from the school website) and contact [ehamilton@fieldinfants.herts.sch.uk](mailto:ehamilton@fieldinfants.herts.sch.uk) to book a place in advance. If you do not book your child will not be able to attend.

### Late arrivals/ Collections

If you are late for drop-off, please bring your child to the school office and wait outside the door. You will be accompanied by a member of staff to your child's cloakroom door and will still need to follow the one way system for leaving the school site.

### **Coronavirus symptoms and self-isolation**

Children must not attend school if they have coronavirus symptoms. These include a new continuous cough, a high temperature (37.8 C or above), a loss of, or change in, your normal sense of taste or smell (anosmia), or if they have tested positive for Covid 19. It is essential that the school is informed **immediately** of any child who develops Covid symptoms and that the school is also informed of any Covid test results at the earliest opportunity, irrespective of whether the result is positive or negative. This information should be communicated via email to: [admin@fieldinfants.herts.sch.uk](mailto:admin@fieldinfants.herts.sch.uk). Parents of pupils who develop symptoms during the school day will be contacted via telephone so please ensure that we have up to date contact details on record.

### **Illness**

Should your child appear unwell (not just with COVID symptoms) you will need to come and collect them **immediately**. Parents will be advised to follow the 'Stay at home guidance for households with possible or confirmed coronavirus infection'.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

This explains the steps you will need to take and that you should self-isolate for at least 10 days and should arrange to have a test to see if your child has contracted coronavirus.

If your child is unwell whilst at school they will be separated from their bubble and kept in isolation in our first aid room with a member of SLT, until you are able to collect them. Staff members will be wearing PPE during this time.

If a child tests positive for Covid 19 we have a duty to contact the health protection team, who will carry out a rapid risk assessment to confirm who has been in close contact with the child during the period that they were infectious. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

### **Uniform and PE Kits**

Your child will need to wear clean uniform **every day**. Please **do not** send your child into school with a PE kit (white t-shirt, black shorts and black tracksuit bottoms/ top or school sweatshirt). Class teachers will let you know when your child's PE day is and we will be asking that your child comes to school wearing their PE kit and trainers/plimsolls for these days.

### **What to bring to school**

- Book bag
- Water bottle, clearly labelled with their name
- Reading book (these will be given out during the first two weeks of term)
- Reading Diary (these will be given out during the first two weeks of term)
- Lunchbox if having a packed lunch

Please do not bring any items from home including all toys and comfort items. Your child doesn't need to bring in any antibacterial gel as this will be provided in school.

### **Face Masks**

It is Government advice that primary aged school children will not need to wear a face covering.

If your child arrives at school wearing a face mask they will need to dispose of it before entering the school building.

### **Visitors**

To reduce the transmission of the virus, we will limit the number of visitors on site. Unfortunately our open door policy has been suspended and parents will not be allowed to enter the school building. We do understand that you may have questions or queries and we ask that you telephone the school office on 01923 227306. If you need to speak to your child's class teacher please email or phone the office and a telephone appointment can be made. Professionals and contractors who visit the school will be requested to wear a mask whilst inside the school building.

**Communication**

Sadly, we won't be able to chat on the door like we used to. If you have a concern that needs sharing, please send an email to the office or speak to us on the telephone. Please be patient with our staff who may be dealing with worried children and families.

If we have a concern about your child, we won't speak to you at the end of the session as normal, we will contact you by telephone once you and your child are home.

I fully appreciate that this is quite a bit of information for you to digest but I do hope you now have a better idea of how we intend to reopen the school. Government guidelines change frequently and as a school we will be constantly reviewing and fine tuning our procedures to adhere to these guidelines. I will keep you informed of any significant changes.

If you have any further questions please do not hesitate to contact the school office. We look forward to seeing you on Wednesday 9<sup>th</sup> September (Monday 7<sup>th</sup> for Nursery children only).

Kind Regards

Mrs N Selby and Mrs E Staddon (Chair of Governors)