



Lee Brigg Infant & Nursery School

Headteacher: Miss Sarah Gordon

Chair of Governors: Mr Andrew Emms

Lee Brigg, Altofts, Wakefield WF6 2LN Telephone: 01924 893829

www.leebrigg.wakefield.sch.uk Email: headteacher@leebrigg.wakefield.sch.uk

Friday 22nd May, 2020

Re-opening of School – Tuesday 2nd June 2020 – Reception Pupils

Dear Parents / Carers,

We are now in a position to update you further on the procedures in place for your child returning to school on **Tuesday 2nd June 2020**.

The Government has announced that the next phase of school re-opening may be able to commence from **Monday 1st June 2020** providing that key tests are met. It is important to understand that the Government will make their final decision as to whether schools will re-open once it has reviewed the latest science on **Thursday 28th May 2020**. If evidence does not support the decision to progress school re-opening at this time, then wider school re-opening will be delayed. Waterton Academy Trustees have met and will reserve a final decision in regards to the wider re-opening of schools until **Thursday 28th May 2020** pending Government update. There is no guarantee that school will remain open from **Monday 1st June 2020**; this decision will be based on ongoing review of risk assessments in place and Government guidance.

School will remain closed to all pupils for staff training and final risk assessment review on **Monday 1st June 2020**.

We appreciate that you have previously advised of your intention to return your child to school should wider reopening be advised on **Thursday 28th May 2020**. Our Trust have asked that parents and carers of all pupils eligible and intending to return to school complete a simple online registration form by **Thursday 28th May 2020 (12 noon)**. Should parents / carers experience any difficulties with this survey we would ask that they contact school by telephone on **Monday 1st June 2020** where staff will be available to take enquiries.

The survey can be found using the following link - <https://www.surveymonkey.co.uk/r/Y8YZSYZ>

Waterton Academy Trust have taken the decision that if schools are instructed to open a phased return will be implemented for our pupils in order to best support the needs of our children and their families.

Procedures For Reception Pupils from Tuesday 2nd June 2020

Reception pupils will attend school for their usual 'full day' session. This position will be reviewed periodically. Please note adjustments to the timings of the school day.

Tiger Class LT (Mrs Tutt / Mrs Guppy)

Entry / Exit will be to the front of school (usual exit door for Tigers LT)

School doors will open at **9:15am** for pupils to arrive

School doors will open at **3:00pm** for pupils to depart

Tiger Class HT (Mrs Taylor)

Entry / Exit will be as usual (door onto playground to back of building)

School doors will open at **9:15am** for pupils to arrive

School doors will open at **3:00pm** for pupils to depart



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Designated Safeguarding Lead: Miss S Gordon - Deputy DSL: Miss L Kilkenny - Safeguarding Governor: Mr A Emms
If you are worried a child is at risk of harm please contact either of the above or **Social Care Direct on 01924 303456**.

Copies of the Safeguarding and Child Protection policy can be obtained from the school office or downloaded from the website.



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If your child arrives late to school, we would ask that they are brought to the main school office where they will be taken to their classroom by a member of staff. Please observe the social distancing restrictions in place.

Only one parent / carer will be permitted to accompany each child (or family of children) onto school premises. We ask that parents and carers remain in the playground and adhere to social distancing (there will be visible markers in place) we have arranged for the site to be secured prior to parents / carers and pupils arriving on site. Parents / carers will not be permitted to enter the school building. If your child becomes anxious or distressed please remain patient and calm and stand to one side to comfort your child. A member of staff will support your child into school when safely able to do so.

At the end of the school day, only one parent / carer will be permitted to accompany each child (or family of children) onto school premises. We ask that parents and carers remain in the playground and adhere to social distancing (there will be visible markers in place). A member of staff will ensure that your child is reunited with their parent / carer on an individual basis.

During this period of restriction children will not be permitted to bring toys and items to school from home.

Should you need to speak to a member of staff, we would ask you to contact the school office by telephone to arrange a telephone appointment in the first instance. Please note we are unable to receive visitors to site without prior appointment.

If your child or a member of your household displays symptoms of Covid-19, please ensure your child is kept at home and inform school **immediately** by telephone. A list of symptoms can be found [here](#). It is the responsibility of parents / carers to inform school of any pre-existing medical considerations or underlying health conditions.

Should any child in school class groups present with symptoms, the class group in its entirety will be asked to self-isolate for 14 days. Parents and carers will be informed immediately.

The following additional measures have been put in place:

- Children will be taught in small year group based 'hubs' of up to, but not exceeding 15 pupils (this means children will remain in the same small groups when attending school and will not necessarily be placed with previous classmates)
- Each hub will be allocated two designated staff members and staff members will remain consistent. We cannot guarantee that pupils will be taught by their previous class teacher
- Each hub will have a designated classroom base (this may mean that your child(ren) may be placed in a different classroom space to that which they accessed previously)
- Hubs will use outdoor spaces regularly throughout the day in a staggered arrangement to avoid unnecessary contact, which means children should be prepared for outdoor learning in all weathers
- Movement around school for staff and children will be maintained to minimum
- There will be a reduction in the use of shared resources, which means it may not be possible to provide resources to send home
- All children will eat a packed lunch in their classroom. We will unfortunately not be able to provide hot meals at lunchtime. Children will be able to bring their own packed lunch from home in a named bag or can receive a packed lunch supplied by school. Guidance on packed lunches can be found [here](#)
- Staggered 'drop-off' and 'collection' times for pupils will be in place



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- Separate exit and entry points will be allocated to families to minimise contact and maintain social distance
- Only one parent / carer will be permitted to accompany each child (or family of children) onto the school site
- Regular handwashing and respiratory hygiene practices will continue with rigour - we would ask for parent and carer support with these practices and to ensure that children wash their hands thoroughly with soap and water prior to arriving at school and when arriving home from school
- Cleaning and site hygiene will be enhanced
- Staff will socially distance from one another. We will continue to promote and teach the concept of 'keeping our distance' and 'giving each other space' with our children. We would ask our parents and carers to be mindful of this in reality - the younger our children the more challenging this will be. Under no circumstances will we compromise a child's emotional wellbeing, sense of emotional safety and security in favour of maintaining social distance
- Where possible, children will be prevented from sharing resources and equipment. School reading books should be returned and will not be reissued home (reading will continue with staff in school) Please ensure book bags are kept at home. We will review this periodically.
- If one member of a hub (either staff or children) becomes ill with COVID-19 or displays COVID-19 symptoms, every member of the hub will be required to self-isolate / remain at home for two weeks
- The learning of phonics, reading, writing and mathematics will resume alongside the need for social and collaborative work, in addition to activities to promote emotional health and well-being.
- Wherever possible we would ask that pupils wear full school uniform to assist them in becoming re-accustomed to school routine; we do appreciate that there may need to be flexibility in regards to footwear and we are comfortable with pupils wearing sensible shoes to school which may previously have been considered to contravene uniform policy.
- PE kits should be returned to school where they will remain for the half term before being sent home for washing.

Should you have any queries or concerns in regards to the above, we would ask that you contact school by telephone on **Monday 1st June 2020**. School will be closed to pupils for half term **Monday 25th May 2020** to **Friday 29th May 2020**.

Yours sincerely

Sarah Gordon – Headteacher



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