



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: aemms@watertonacademytrust.org

Monday 17th August, 2020.

Dear Parents/Carers,

The staff at Lee Brigg Infant & Nursery School are excited to welcome all of our children back to school. We would like to extend a particularly warm welcome to all our new children and their families!

I am now in a position to update you on our plans for the children's return to school on **Tuesday 8th September**. (For our children in nursery, their start dates will vary slightly, please refer to the letter previously sent).

There exist a number of procedures and restrictions in place in order to protect our children, their families and our staff. The safety and well-being of all remains our continued priority.

Timings – Start and Finish Times

In order to reduce the number of staff and children mixing across school we will continue, as advised, to operate in 'bubbles'. These bubbles will consist of groups of adults and children who will remain together throughout the school day and will not mix with other groups.

From September 2020 'bubbles' will operate as follows:

Nursery Children, with Mrs Windsor, Mrs Hough and Mrs Woollands.

Reception Children (Tiger Classes), with Mrs Taylor, Mrs Greaves, Mrs Tutt, Mrs Guppy and Miss Taylor.

Key Stage 1 Children (Leopard (Year 1), Jaguar (Year 1/2) and Panther (year 2) Classes) will operate as one bubble alongside their teachers and support staff.

To reduce both the number of adults on site at any one time, and to relieve congestion at busy times of the day, children have been allocated staggered start and finish times:

Nursery Children – Usual sessions times of **8.30 a.m. to 11.30 a.m.** for morning children and **12.30 p.m. to 3.30 p.m.** for afternoon children.

Please wait outside the nursery doors, adhering to social distancing measures. **Please ensure that your child remains stood with you while you wait for them to enter nursery.** The doors will be opened slightly early where appropriate to avoid congestion.

Reception Children – Reception children will be welcomed into school **between 9.00 a.m. and 9.10 a.m.** using the door at the rear of the playground. **This door will be closed promptly at 9.10 a.m.**

We would request that you please do not congregate on the playground before 9.00 a.m., in order to avoid congestion and mitigate mixing of year group 'bubbles.'

Children should be collected at **3.00 p.m.** Mrs Taylor's Tigers will leave from the rear door. Mrs Tutt's / Mrs Guppy's Tigers will leave from the front door (ramp access).



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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.**

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Key Stage 1 Children – Year 1 and Year 2 children (Leopard, Jaguar and Panther Classes) will be welcomed into school **between 8.50 a.m. and 9.00 a.m.** using the Key Stage 1 doors at the rear of the building. **This door will be closed promptly at 9.00 a.m.**

We would request that you please do not congregate on the playground before 8.50 a.m., in order to avoid congestion and mitigate mixing of year group 'bubbles.'

Children should be collected at **3.15 p.m.** using the Key Stage 1 doors at the rear of the building.

Siblings at Lee Brigg

Siblings will be offered the option to be welcomed into school together and share identical pick up and drop off times where appropriate. Please advise a member of school staff should you wish to discuss the options available to your family individually. We will do all we can to assist, in order to minimise the number of people gathering for any length of time on site.

As soon as government guidance permits us to do so we will return children in Reception to Year 2 classes to usual school hours of **8.50 a.m. to 3.15 p.m.**

Lunchtimes

As children are currently not permitted to mix in the hall space, we are unable to serve a hot meal at lunchtime at least in the first instance. This position will continue to be reviewed in line with government guidance.

Children in Reception to Year 2 can therefore either bring a packed lunch to school from home or will be able to order a packed lunch from school (free of charge). Children do **NOT** need to bring any drinks into school as water in individually named water bottles will be provided throughout the day (including at lunchtimes). We would also like to remind you that sweets and chocolate bars are not permitted as part of packed lunches brought into school from home. As soon as we are able to resume a full dinner service we will inform you of the menu choices available to your child(ren).

Other ways we are asking you to support with the reopening of school for all pupils

In order for us to ensure the health and safety of our children, their families and our staff (which continues to remain at the forefront of our planning), please find below ways in which you can support the safe reopening of school for all pupils:

- In line with current government guidance wearing a face covering or face mask in schools or other education settings is not recommended. We will therefore not require our staff or our pupils to wear face coverings.
- Only **ONE** parent/carer to attend school with their child(ren), with alternate arrangements to be made for siblings who do not attend our setting wherever possible (if appropriate care arrangements are in place).
- Parents/Carers **MUST** adhere to social distancing at arrival and departure times and leave site immediately following arrival at and departure of their child from site. Please refrain from congregating on site or outside the school gates.
- Children **MUST** remain with their parent / carer while they are waiting to enter school (Please do not allow your child to run across the grassed area, as this could result in unintentional mixing with children from other class 'bubbles').
- Children should **NOT** be brought late to school or picked up late from school, as this would mean that they would not be able to arrive / depart via their designated entrance or exit and would be required to



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arrive / depart via the main school office. Pupil use of the main school office entrance should be minimised to protect staff in this bubble from mixing with those allocated to alternate bubbles.

- Parents/Carers are **NOT** to enter the school building without prior appointment (those with prior appointment must adhere to social distancing).
- Pupil belongings in school will be limited to **essential items** only e.g. lunchbox, coat, hat, bookbag (with bookbag contents limited to school reading book and reading diary). Other items from home are **NOT** permitted to be brought into school.
- PE kits should be brought to school the first week of term, (Reception children will not require a PE kit in the first instance), PE kits will be sent home at the end of the half term to be washed. PE kits should be brought in drawstring bags, **NOT** backpack type bags and all items of clothing / footwear should be named.
- Parents / Carers will be informed verbally in person at the end of the school day or by telephone during the school day should their child suffer an injury or have had first aid administered. A record of conversations will be logged and retained in school.
- Parents/Carers **MUST** advise school of any underlying health conditions or allergies relating to their child(ren).
- If your child or a member of your household is displaying symptoms of Covid-19, you must **NOT** send your child to school, but **MUST** inform school by telephone **IMMEDIATELY**.

Attendance

The government has issued clear guidance around the importance of all children returning to school in September 2020 and the associated risk of children falling behind should they not attend. Attendance at Lee Brigg Infant & Nursery School for those of compulsory school age is therefore mandatory from September 2020. I trust that as parents and carers you comprehend and value the importance of good attendance at school and will continue to ensure that your child(ren) attend school regularly. At Lee Brigg Infant & Nursery School we will be following our usual attendance procedures relating to absence and the government have advised that we follow the Local Authority guidance for Fixed Penalty Notices.

Illness in School

It remains important to be vigilant around signs and symptoms of COVID-19. If your child(ren) display any symptoms of COVID-19 you must not send them to school and must ensure you follow NHS self-isolation guidelines. Please notify school and we will be able to advise and support with required testing procedures. If your child(ren) are taken ill at school with COVID-19 symptoms, we will follow school procedures and isolate them (with supervision) until they are able to be collected. Following any required COVID-19 test, should your child(ren) receive a negative test result, they will be permitted to return to school. We may require evidence of any negative test results prior to welcoming your child back to school. Should your child(ren) receive a positive test result, we are required to notify all parents/carers within the affected bubble and provide guidance as per public health at the time of the positive test.

Should your child(ren) not be able to attend school for any reason, we ask that you inform the school office by telephone prior to 9.00 a.m. on the first and each subsequent morning of illness. Any non-attendance which has not been pre-advised will be followed up as part of our safeguarding first response duty of care.



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We are confident at Lee Brigg Infant & Nursery School, that by working together we can ensure the highest standards of safety remain in place for all.

For your information, the below procedures will also be in place:

- Bubble group gatherings only will be permitted e.g. bubble group assembly. There will be no whole school assemblies or larger group gatherings permitted than those of the identified bubbles.
- With the exception of the Reception class bubble (who will eat together in the dining hall observing distance between class groups), all other classes will eat lunch in their designated classroom for the time being.
- The hall space will be cleaned between sessions should different bubbles use the space for PE.
- All staff will be required to use PPE when supporting children with direct care needs (e.g. intimate care).
- Movement of pupils around school will be minimised and will be carefully managed to avoid contact between bubbles (e.g. access to toilets).
- First aid equipment will be made available in each classroom to avoid children excessively accessing the corridors / school office.
- There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, using appropriate products and methods.
- Classroom based resources can be shared and used within the bubble with regular cleaning.
- Pupils and staff will have their own frequently used equipment (e.g. pens/pencils) that are not shared.
- Handwashing will continue to be built into daily routines at regular points during the day for both staff and children. Children are shown how to hand wash effectively as part of our curriculum.
- Hand sanitiser will be available at points/ stations throughout school and pupils will be made aware of locations.
- Break times and lunch times will be structured and staggered to support social distancing and will be closely supervised.
- After school clubs will not commence until after October half term.
- Reception and Nursery classes will stagger the use of outdoor provision.
- Pupils will be encouraged to access the toilet during class/throughout the day to help avoid congestion and queues in these areas.
- No member of the public / contractor / visitor will be permitted on site without prior appointment.
- The separation glass in the school office will remain closed at all times.

We look forward to a happy, calm and safe start to the school year. My thanks in advance for your efforts in supporting school to facilitate this.

Please do not hesitate to get in touch if you have any further queries or questions. Please use admin@leebrigg.wakefield.sch.uk to make contact in the first instance.

Yours Sincerely,

Miss S Gordon
Executive Headteacher



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