



# LANCHESTER E.P. (Cont.) PRIMARY SCHOOL



Thursday 27<sup>th</sup> August 2020

Dear Parents,

## **Welcome Back**

A very warm welcome to the start of the new school year. I do hope you have all enjoyed a good summer break even though it will have been quite different I am sure. I cannot tell you how much I am looking forward to seeing you all and your children next week! I am expecting the year to be another challenging one - although I sincerely hope it's not quite as challenging as the last one!

I would also like to say a very warm welcome to all our new children and parents. We have 52 children in our Reception cohort starting with us and another 7 who have transferred into different year groups across the school. Welcome to the start of a very long and happy journey as part of our wonderful school community.

## **Returning to School**

I am sure you are all anticipating the approach of September with a mixture of feelings. I can imagine many of you have completely mixed feelings as the time approaches for the children to return to school. I am sure that you will be wanting your child to have some normality back in their lives by attending school (and for yourselves too!). At the same time, many parents will be feeling rather anxious about letting them back into the school environment where they will be mixing with other children.

I understand that totally - we all do. We are here to help you with those feelings, to try and reassure you and also to make the return to school as positive and as normal as possible. We are all in this together and it is essential that we continue to work together to ensure our children are happy, healthy and confident in returning to school.

During the 17 weeks of lockdown, we never been closed, with staff and children in school throughout the summer term. We had over 100 children accessing school for the last 5 weeks before the holidays, which enabled us to implement and trial new procedures. Thankfully, we have all been fit and healthy through that time. Long may this continue - and it can - if we all respect each other and follow the rules and guidelines - both those that the government are imposing and those that we as a school have put in place.

I am firmly of the opinion that our children need to be back in school - mixing with their friends, chatting, laughing, playing and just being children! We are here to support them both emotionally and academically with sensitivity and understanding. We know that the return may well be a challenge for many of them - they may need extra support and reassurance. That's what we are here for and we will do our absolute best to ensure we meet all their needs.

We will strive to meet yours too as I am sure you as parents and carers will all need some reassurance and support so you know they are safe and well-cared for. None of us has ever experienced anything like this before but the ethos of our school community has always been one of compassion, understanding and respect for one another and I know this will continue.

However, the children who returned before the summer holiday just seemed to bounce back in without any anxieties at all and I am sure that once we have the first couple of days over with, we will all soon get used to the new normal!

### **Updating Information**

We realise that many of your personal circumstances may have changed over the last 6 months and in order to be able to support you and your children effectively, it will be important for us to know of any changes. This may be family members who have died during the lockdown or perhaps a change in employment or personal circumstances. Please inform the school office or myself of any changes of which we need to be aware. In addition, if your child has experienced any kind of trauma and you think it may be useful for them to see our counsellor, please email myself so that this can be considered.

### **Information for This Year**

I have set out below some reminders of what we will initially have in place for the return to school. Some of the information is a repeat of the letter which was sent out at the end of term but I am sure you will have had many thoughts and questions over the holidays and hopefully this letter will answer them all for you! All children in **Year 1 – Year 6 start on Thursday 3<sup>rd</sup> September**. Children in **Reception** have visits on **Thursday and Friday** – dates and times for these have been emailed to Reception parents and carers. Children in **Nursery will start from Monday 7<sup>th</sup> September** – dates and times for these have been emailed to Nursery parents and carers.

### **New Requirements**

This all may seem slightly alien but it is really just a new way of life for us all. In order to keep us all safe, it is really important we all follow these guidelines.

#### **Before coming to school we ask you to ensure the following:-**

- Take your child's temperature using a digital thermometer or do a 'feel' test to ensure they don't have a temperature: <https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/>
- If your child is unwell in any way, then they must not attend school and you **must** inform the school on the first day of illness and keep us up to date after that. This is more important than ever, given the circumstances. If you leave a message on the answer machine please be clear with the description of your child's illness and if in any doubt, please contact your doctor or ring 111. In the current circumstances, it is not appropriate to give your child Calpol and see how they are – if Calpol is needed – they are not well enough to be in school.
- If anyone in your house has any possible symptoms related to Covid-19, your child cannot attend school until the person concerned is tested. Again – please let us know this.
- Ensure your child goes to the toilet just before leaving the house.
- Ensure your child washes their hands thoroughly before leaving the house.
- On the first day, children in Y2-Y6 should bring a box of paper handkerchiefs, clearly labelled, so that they can keep this on their desk for their own use.

### **Social Distancing**

It will be really important to maintain social distancing both on the school premises and in the surrounding area. Please follow the one-way system and ensure that both yourselves and the children maintain a social distance of at least 1m.

### Staggered Start and Finish Times

Good timing is going to be essential and it is really important that you adhere to these timings. In the case of having more than one child in school and their start and finish times are not adjacent, please contact your children's class teachers to arrange the drop off and pick up times. A reminder of the times is below:

Year Group	Class	Start Time	Entrance	End of Day	Exit
Nursery	Nursery	9.30	Nursery Field Gate	15.30	Nursery Field Gate
Reception	Mr Osmond	8.45 – 9.00	Main Entrance and Reception Doors	15.00	Main Entrance and Reception Doors
	Miss Martin	9.00 – 9.15		15.15	
Year 1	Mr McLoughlin	8.45 – 9.00	Infant Car Park	15.15	Infant Car Park
	Mrs Burke				
Year 2	Mrs Sant	8.30 – 8.45	Field Gate	15.00	Field Gate
	Mrs Startup				
Year 3	Mr Stephenson	8.45 – 9.00	Field Gate	15.15	Field Gate
	Mrs Grayson				
Year 4	Mr Stoker	8.30 – 8.45	Infant Car Park	15.00	Infant Car Park
	Miss Jackson	8.30 – 8.45	MUGA Junior Car Park	15.00	MUGA Junior Car Park
Year 5	Mrs Coyle	8.30 – 8.45	Hall Door	15.00	Hall Door
	Mr Keeton				
Year 6	Mrs Tate/ Mr Knighton	8.45 – 9.00	MUGA Junior Car Park	15.15	MUGA Junior Car Park
	Mr Taylor				

### Early Years Information

#### Reception Children

Reception children from other Nurseries have their visits on Thursday 3<sup>rd</sup> September – all the times have been emailed individually.

Reception children who are transferring from our Nursery have their class visit on Friday 4<sup>th</sup> September. This is 10am for Mr Osmond's class and 1pm for Miss Martin's class.

#### Nursery Children

We are looking to welcoming back all our children who have already been in our Nursery and are returning to us for their normal sessions from **Monday 7th September**. Please remember that our session times have slightly changed and will run from 9.30am to 12.30pm for the morning sessions and 12.30pm to 3.30pm for the afternoon sessions.

During the first full week back, our new starters to Nursery will be visiting for shorter sessions before they start properly during the following week. All new starters should have had information about their visits

and start dates back in July - please contact Miss Butler ([s.butler@lanchesterep.net](mailto:s.butler@lanchesterep.net)) if you have not received your email.

### **Behaviour Policy**

This has been updated again for the start of the new school year. Please make sure that you read this carefully in advance of your child returning to school and explain it to your child in advance of their return.

### **Playtimes and Lunchtimes**

All playtimes and lunchtimes will be taken in your child's own year group bubble and they will all be staggered across the school day. We will be splitting the main yard and field into two distinct areas and the MUGA (Multi Use Games Area) will also be used.

### **Hygiene and Cleaning**

Children will be handwashing at regular intervals during the school day and hand-sanitiser units have also been purchased for use at key points. Use of the toilets have been timetabled across the school day to avoid any contact between the bubbles. If children need the toilet outside of these times, they will be accompanied by an adult to ensure there is no contact with children from other year group bubbles. Enhanced cleaning of these key areas has also been timetabled in during the school day.

### **Mobile Phones**

In the past, it has been our policy that Year 5 & 6 children can bring mobile phones to school and they are left in the Office. Obviously, this is not possible at the moment. We are actively discouraging children bringing mobile phones into school. However, if parents really feel their child needs to bring their phone to school due to safety or exceptional circumstances, please email me and we will discuss if and how this can be done safely.

### **School Bags**

We have been waiting for the updated advice and it remains the same in that minimal belongings should be brought to school from home. Therefore, the only bags that are allowed to be brought into school are small book bags or the nylon PE type of drawstring bags with reading books only. Nothing else should be brought into school on a daily basis.

### **Packed Lunches**

The usual packed lunch boxes or bags can be brought into school and these will be stored in classrooms. However, please remember that children should only bring items which they can open themselves and if cutlery is needed, then this must also be brought with them. Please give your younger children opportunities to practice opening boxes and packets over the next week so that they can do this independently if possible. All rubbish and uneaten food will also need to be taken home.

### **P.E. Uniform**

All P.E. lessons will be taken outdoors if at all possible – the only exception to this is when there is very heavy rain.

For all children in Years 1 – 4, it is essential that P.E. kits are brought into school in a nylon drawstring bag and left in school for the half term. Jogging trousers or leggings as well as shorts would be useful to have in school as well as the P.E. T-shirt in their team colour. In the case of cooler weather, the children can wear their school sweatshirt if needed.

For children in Years 5 & 6, we ask that children come to school dressed in their P.E. uniform for their two P.E. days. This is because it is difficult for our older children to change in the classroom and they will be unable to change elsewhere. Year 5 & 6 teachers will inform the children and texts will be sent out next week to let you know when their P.E. days will be.

Please note – it is essential that all children have the correct P.E. uniform for all P.E. lessons.

### **Wrap Around Care**

Initially, we are not providing wrap-around care as we need to open successfully for all children as a priority. However, as mentioned in my previous letter prior to the holidays, this will be reviewed by 18<sup>th</sup> September in the hope we can start this again the week beginning Monday 28<sup>th</sup> September. We will keep you updated.

### **Contact with School**

Obviously contact with staff is more limited at the moment as parents are not allowed in the school building. We ask that you email staff with any issues or questions bearing in mind that teachers are teaching during the school day so are only able to reply to emails before or after the school day. However, we do also need to bear in mind their work/life balance so you will not receive replies to emails after 6pm in the evening. In the case of an emergency, it is essential that you email the school office. All email addresses are below:

Head Teacher: [j.davis@lanchesterep.net](mailto:j.davis@lanchesterep.net)

Deputy Head Teacher: [a.knighton@lanchesterep.net](mailto:a.knighton@lanchesterep.net)

School Office: [school.office@lanchesterep.net](mailto:school.office@lanchesterep.net)

Business Manager: [j.marklew@lanchesterep.net](mailto:j.marklew@lanchesterep.net)

Nursery: [s.butler@lanchesterep.net](mailto:s.butler@lanchesterep.net)

Reception: [g.osmond@lanchesterep.net](mailto:g.osmond@lanchesterep.net)

[c.martin@lanchesterep.net](mailto:c.martin@lanchesterep.net)

Year 1: [s.mcloughlin@lanchesterep.net](mailto:s.mcloughlin@lanchesterep.net)

[j.burke@lanchesterep.net](mailto:j.burke@lanchesterep.net)

Year 2: [h.startup@lanchesterep.net](mailto:h.startup@lanchesterep.net)

[c.sant@lanchesterep.net](mailto:c.sant@lanchesterep.net)

Year 3: [m.stephenson@lanchesterep.net](mailto:m.stephenson@lanchesterep.net)

[k.grayson@lanchesterep.net](mailto:k.grayson@lanchesterep.net)

Year 4: [a.stoker@lanchesterep.net](mailto:a.stoker@lanchesterep.net)

[s.jackson@lanchesterep.net](mailto:s.jackson@lanchesterep.net)

Year 5: [s.coyle@lanchesterep.net](mailto:s.coyle@lanchesterep.net)

[k.keeton@lanchesterep.net](mailto:k.keeton@lanchesterep.net)

Year 6: [p.taylor@lanchesterep.net](mailto:p.taylor@lanchesterep.net)

[t.tate@lanchesterep.net](mailto:t.tate@lanchesterep.net)

Digital Leader: [m.bailey@lanchesterep.net](mailto:m.bailey@lanchesterep.net)

If your message is urgent, then obviously we would urge you to telephone the school on 01207 520436 or if it is less urgent, please email the school office.

### **Illness within a Year Group Bubble**

The government are directing us to work in bubbles so that if anyone was to contract the virus, this would reduce the number of people affected. If this does happen then we will seek advice from Public Health (or its replacement) immediately, but it may mean that the children and staff within that bubble would not be able to attend school for a period of 14 days. During this time the children would have to be home schooled.

Clearly, we hope this will not happen but have to be prepared for every eventuality. Further information regarding this will follow later.

### **Children who are Ill at School**

If your child becomes ill at school with symptoms, they will be removed to the welfare room with a member of staff and parents or carers will be contacted. However, once contacted, it will be essential that your child is then collected as soon as possible. If they present with symptoms, you will either be given information about the local testing centre or given a home testing kit to carry out at home before they are able to return to school. They will be able to return to school if the results of this test are negative.

I realise there is a lot of information to take in so please take your time to read this carefully and feel free to ask any questions at all.

I am sure that by the end of next week, both you and your child will be feeling a lot happier and we will all quickly get used to the 'new normal'.

With Warmest Regards,

*Jane Davis*

Mrs Jane Davis

Head Teacher