



Hadleigh Infants and Nursery School Academy

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Monday 2nd November 2020

Dear Parents/Carer,

It is with great disappointment that I write to you as we stand just days away from another national lockdown. As all of you will be aware - this Thursday will see the introduction of the country's second national lockdown within the past year. The main difference between the previous and impending lockdown is that this time schools will remain open for all. What I have learnt from the previous 10 months of 2020 is that plans, announcements and briefings can change within hours. At points, this has left myself feeling frustrated, anxious and concerned as I am sure it has for many of you. To ensure that the school is best prepared to support your children, staff and families, my team and I have worked on many plans to ensure we are best equipped to deal with any situation that we may be faced with. I would like to reassure everyone that my team is fully dedicated to ensuring the current situation has little if not no impact on the children's education offer during this academic year as well as ensuring that they are provided with support to develop and improve both their physical and mental wellbeing. As a team, we will be further adapting some of our teaching methods and activities we cover, during the next term, to ensure that the children are provided the best education opportunities we can offer whilst reducing the potential risk as much as possible.

I wrote to parents on Friday 16th October to outline the additional measures I had introduced to further reduce the risk which is present during the school's pick-up and drop off times. I fully expected the support of all parents to implement these changes and I was not disappointed. As always you as parents have supported the school to ensure that it remains as safe as it possibly can be for all of us. As we move into the new national lockdown and millions of people are being asked to stay at home, I need to ask the parents and carers to play their role in supporting the school once more. I have made three additional changes that directly impact you as parents/carers. These changes will begin on Thursday 5th November and will be reviewed on Friday 4th December. Details about these changes can be found below.

1 - Extension of dropping off and picking up times

The school's staggered times have ensured that there has been little if any congregating outside of classrooms. The system we currently use and will continue to use also allows for siblings to be dropped at the same time - this is designed to support families with more than one child. **The change we will be making is by introducing an additional drop off and pick up time.** This will allow for the parents and children to be staggered out over a slightly longer period and reduce the traffic at key points further. I would urge parents to stick to the time slots that are provided - these time slots have been

designed to allow for an equal number of parents to drop off at one time. If too many people do not follow these times, the system will not work and the level of risk increases for all. The new time slots are outlined in the table below -

	Drop off time	Pick up time
Surnames beginning with A - E	8:30am - 8:40am	2:50pm - 3:00pm
Surnames beginning with F - K	8:40am - 8:50am	3:00pm - 3:10pm
Surnames beginning with L - P	8:50am - 9:00am	3:10pm - 3:20pm
Surnames beginning with R - W	9:00am - 9:10am	3:20pm - 3:30pm

The way in which we have extended the times will ensure that no child will have less time in school but in fact increase the length of time they are in school by 10 minutes as well as decreasing the level of traffic around the school site during these times. I would also like to remind parents that you can drop off and pick up at any time within the ten-minute window you have been provided with. Please do not feel that you must arrive at the beginning of the time slot you have been given as this could result in queuing.

2 - Face masks

As I have stated previously, the one-way system and the staggered drop off and pick up times that the school uses to reduce the amount of congestion in and around the school allows for us to lower the level of risk for all. However, as infections continue to rise and the country will now be placed in lockdown by the end of the week - **I would like to ask parents/carers that can, to wear a face mask or a face shield whilst on the school site. This includes drop off for Breakfast Club and pick up for After School Club as well as normal drop off and pick up times.** This will further protect everyone whilst they spend time on site. I know there are strong feelings regarding face masks and up until this point I have been reluctant to ask parents to do this unless they wanted to but I now feel for the safety of all involved that this is a step we could all take to further protect each other. Staff, who welcome the children at the door, will also be wearing face shields during pick up and drop off times. The face shields have been chosen for this activity as we feel that this is the best solution to make the children feel as comfortable as they can when arriving at their classroom. Staff will also wear face shields when completing close work with a child. My staff will discuss the use of masks and face shields with the children so they are fully informed and have had a chance to ask questions and discuss their feelings.

3 - Home reading books and book bags

From Thursday, the children will no longer bring reading books home. The children will no longer be allowed to bring a bag into school with them; however, water bottles and lunch boxes will still be allowed to be bought to school. Both of these actions are designed to reduce the risk of the virus being transferred from school into the home or from the home into the school. We will provide all children with an online login to access the same books as they have been previously bringing home. If

your child does not have access to a device that they can use to read their books, please let the school know and we will try to find an alternative solution for you.

I have continued and will continue to update the school's website with additional information linked to COVID-19. If you would like to visit the pages, please use the links below or access the 'Parent' section on the school's website -

Information linked to COVID-19 Symptoms and Testing:

www.hadleigh-inf.essex.sch.uk/web/information_linked_to_covid-19_symptoms_and_testing

COVID-19 Advice for Parents:

www.hadleigh-inf.essex.sch.uk/web/covid-19_advice_for_parents

COVID-19 Weekly Isolation Information:

www.hadleigh-inf.essex.sch.uk/web/covid-19_-_weekly_isolation_information

I fully understand that any changes to our normal routines are frustrating and difficult but the changes I have made both set out in this letter and within school have been carefully thought out and are designed to reduce the level of risk for children, staff and families. The harsh reality of our current situation is that these changes may not be enough and I may need to look at how we can protect ourselves further in the future. The safety of the children, staff and families has been and will continue to be my highest priority. Together we have protected each other through wave one of this pandemic and if we continue to work together we will get through wave two too. I cannot thank you all enough for your continued support during this time. As ever, if you have anything you would like to discuss with me, please do not hesitate to call the school.

Yours sincerely

Mr. S. Proctor