



Hadleigh Infants and Nursery School Academy

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Monday 30th November 2020

Dear Parents/Carers,

As I am sure all of you will be aware Essex will be moving from national lockdown restrictions to the new Tier 2 restrictions as of Wednesday. I would like to thank you all again for the support you have provided during the past month and I hope to continue working closely with parents and other stakeholders over the coming weeks and months to ensure that any risk is as reduced as much as it possibly can be without over impacting on our 'normal' procedures. I am pleased that the second national lockdown has not lasted anywhere as long as the first; however, the school must act cautiously and measured when making changes to our protective measures for the coming weeks.

My team and I have considered the new tiered system and have decided to make some small changes to our current procedures to reflect the easing of some local and national measures. As before I will continue to monitor these changes regularly and I will not hesitate to introduce further measures to protect the children, staff and families if I deem it necessary. During the past week, the school has seen its first case and despite this having no impact on others, it should remind us all to be cautious and continue to follow the procedures in place.

I would like to reassure everyone that my team continues to be 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. The changes that we plan to implement will have no impact on the school's plans for Christmas.

I wrote to parents on Monday 2nd November to outline the additional measures I had introduced in reaction to being placed into lockdown. In this letter, I asked parents and carers to help with the role of protecting us all. As always your support has enabled us to navigate through this difficult period. As we move back into the tiered system, I would like to share some of the small changes that will directly impact you as parents/carers. These changes will begin on Monday 7th December and unless stated will be in place until Friday 18th December. It is my hope that I will be in a position to write to you in the last week (beginning Monday 14th) informing you of the procedures for the new year. Details about the changes starting from Monday 7th December can be found on Page 2 and 3 of this letter.

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 extension of the dropping off and picking up times will continue to at least Friday 18th December. The time slots the school will continue to use can be found below.** This will continue to 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 again 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. 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.

The 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

2 - Face masks

As local restrictions have been reduced, the wearing of face masks or a face shield will not be mandatory whilst on the school site from Monday 7th December. It goes without saying that parents and carers can continue to wear a mask or a shield if they wish to and are encouraged to. Face masks or a face shield will still need to be worn if entering the building. Staff, who welcome the children at the door, will continue to wear face shields during pick up and drop off times. We are only able to make this decision as 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. Considering this, I would like to remind everyone to continue to use the one-way system when entering and leaving the school. Like all of the changes I have implemented during this pandemic, this will be closely monitored and the wearing of masks will be reintroduced if the local level of restrictions is increased.

I would like to thank everyone who has used their child's Seesaw App and the school's email address to communicate with your child's teacher. This system of communicating will continue to be used for the foreseeable future as it avoids long discussions at the beginning and end of the day.

3 - Home reading books and book bags

From Monday 7th December, the children will be able to bring a book bag back into school as school books will be sent home once again. I know many parents were concerned about the children not having access to real books during the past month. My biggest concern was the number of times a book could move between home and school within a week which dramatically increased the likelihood of the transmission of the virus. **As of Monday 7th December, the school will be offering a dual system to ensure that children have access to books. All children will be able to take one book home every Monday - this book is then to be kept at home until Thursday. On Thursdays, all books should be returned to the school as they will then be quarantined for 72 hours before being sent home again the following Monday. The school's online books will still be available to use throughout the week.** I appreciate that this is still not the perfect solution but it is one I feel will work until the level of infection falls to a lower level. 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](http://www.hadleigh-inf.essex.sch.uk/web/information%20linked%20to%20covid-19%20symptoms%20and%20testing)

COVID-19 Advice for Parents:

[www.hadleigh-inf.essex.sch.uk/web/covid-19 advice for parents](http://www.hadleigh-inf.essex.sch.uk/web/covid-19%20advice%20for%20parents)

COVID-19 Weekly Isolation Information:

[www.hadleigh-inf.essex.sch.uk/web/covid-19 - weekly isolation information](http://www.hadleigh-inf.essex.sch.uk/web/covid-19%20-%20weekly%20isolation%20information)

As the pandemic continues to drag on I know from personal experience it seems to be getting harder but it is my hope that the new year will see even more reductions in restrictions as we quickly head towards what looks like a potential finish line. During the coming weeks and months, I will continue to look at how to best navigate the situation to ensure that I can provide the best solutions to reduce any risks for everyone whilst also considering the wider implications of these solutions. I cannot thank you all enough for your continued support during the past 9 months. 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