



# Hadleigh Infants and Nursery School Academy

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Tuesday 23<sup>rd</sup> February 2021

Dear Parents/Carers,

After the Prime Minister's announcement yesterday, I would like to invite your child to return to school from Monday 8<sup>th</sup> March. I am sure for many of you this announcement was welcomed; however, I am also aware that this news will also be concerning for some too. It is pleasing to see that the levels of infection both locally and nationally have dramatically reduced since the school was closed at the beginning of January which have driven this decision. As we fully reopen, we will continue to follow strict protective measures to ensure we lower the potential risk for the children, staff and families. My team and I will continually review and improve our practices as we move through the rest of the academic year to keep the level of risk as low as it possibly can be. Important information linked to the school's full reopening can be found in the next few sections of this letter.

## Staggered Drop off and Pick up times

During the first term of the year, the school's staggered drop off and pick up times ensured that there was little if any congregating outside of classrooms. The system we previously used 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. Once we return in March, we will continue to use the additional drop off and pick up time. 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 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
<b>Surnames beginning with A - E</b>	8:30am - 8:40am	2:50pm - 3:00pm
<b>Surnames beginning with F - K</b>	8:40am - 8:50am	3:00pm - 3:10pm
<b>Surnames beginning with L - P</b>	8:50am - 9:00am	3:10pm - 3:20pm
<b>Surnames beginning with R - Z</b>	9:00am - 9:10am	3:20pm - 3:30pm

## Limiting numbers of adults on school site

Since September, your support has ensured that the staggered drop off and pick up times have been a success which has resulted in very few occasions where large numbers of adults have been waiting to drop off or pick up. In addition to the staggered times set out above, I am asking all families to continue to limit the number of adults on site during these times. To reduce the risk further, I would ask that only one adult per family continues to enter the school site at drop off and pick up times.

### **Face coverings**

To further protect everyone on the school site, I would again 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. Staff, who welcome the children at the door, will also be wearing face coverings during pick up and drop off times. 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.

### **One-way system**

When arriving at school, please only enter from the Main Entrance on Bilton Road and follow the signs around the building to your child's class. When exiting the site, please use either The Avenue gate or Scrub Lane gate. This one-way system has worked effectively during the first term of the year and it is my hope that continuing to use this method of entering and leaving the school site will continue to best protect the children, staff and families. This system will be regularly reviewed and once the Governors and I feel that it is suitable - we will return to using all exit and entry points again.

### **Arriving at your child's class**

When you arrive at your child's classroom please ensure that they enter the room quickly - this will ensure that there are no bottle necks around the school whilst others are trying to get to their child's class or exit the site. If your child is too unsettled to enter the classroom, we would recommend that you exit the site and try again. As you drop your child at the classroom door, the adult in the room will always ask you if your child or anyone in your household is currently showing symptoms of Covid-19. If they are, your child will not be allowed to attend the school until the person showing the symptoms has received test results stating that they do not have Covid-19 or they have completed the appropriate isolation period. As this is such a vital part of protecting all children, staff and families I know families will continue to support us with this process. I would also like to request that all parents communicate with the school via phone, email or the Seesaw App. Staff have been instructed to only engage with the safety check questions with parents at the door. All other messages and communication will get to your child's adult by using SeeSaw App, telephone or email.

### **In-school protective measures**

The school will continue to follow guidance that is supplied by the DfE. The classrooms will remain designed to fit 30 children into them whilst reducing the level of risk to the lowest level possible. In Year 1 and 2 all the children will continue to sit facing the front of the classroom. They will have children sitting next to them but desks in front of them and behind them will be at least 1 metre apart. All surfaces will remain clear to allow for regular cleaning to be effective. Children in Nursery and Reception will continue to follow the practices and procedures that were implemented during the Autumn Term. When the children arrive back on Monday 8<sup>th</sup> March 2021, they will have access to their own regularly used equipment including: pencils, pens, scissors, whiteboards etc. This will be used as a protective measure to reduce the risk of transmission of the virus between children. Equipment that needs to be shared between groups will be cleaned before and after use. Classrooms and shared areas will continue to be cleaned throughout the day.

## Reading books

From Monday 8th March 2021, the children will be able to bring a book bag back into school as school books will continue to be sent home. 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. As you are aware, my biggest concern around the use of physical reading books is 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. It is my hope that this system will continue to best protect everyone but I will continue to review this situation as we move through the year. 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.

## Uniform

Your child will be expected to wear their school uniform on all non-PE days. On PE Days, the children will need to come to school dressed in active wear. This will need to consist of trainers, jogging bottoms/sports leggings/shorts, t-shirt and jumper/hoodie. There are many different benefits of the children attending school on these days in their kits - the whole session will be active instead of idle time whilst the children are getting changed, there will be no risk of children inadvertently swapping clothes and the outdoor areas (weather dependent) will be able to be used for PE ensuring a better ventilated space for PE to take place in to name a few. The PE days for your child's class can be found at the end of this letter. I will also ensure that PE days will also appear on the weekly newsletter. I will review this decision at Easter and will make a further announcement then about the following term. If you require any additional support with supply of PE kit, please contact Mrs Burls by phoning the main office. No jewellery should be worn on PE days. Staff will not be able to take earrings out and tape is no longer to be used to cover jewellery. If your child arrives at school on their PE day wearing jewellery, they will not be able to take part.

## Lunch

Your child can bring in their own packed lunch for lunchtime or will have the opportunity to have a school dinner. Until the end of the Spring Term we will be using the following menu:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	Pizza and Garlic Bread	Bolognaise Pasta Bake - Quorn Pasta Bake	Roast Turkey - Quorn Fillet	Chicken Burger and salad sticks - Veggie Burger and salad sticks	Fish Fingers, Chips and Sweetcorn - Veggie Nuggets
<b>Week 2</b>	Bacon and Cheese Potato Skins - Tomato and Basil Pasta	Chicken, Rice and Mixed Veg - Quorn Pieces, Rice and Mixed Veg	Sausage, Mash and Peas - Veggie Sausage, Mash and Peas	Beef Burger and salad sticks - Veggie Burger and salad sticks	Bubble Fish, Chips and Sweetcorn - Quorn Dippers

During the Spring Term, your child will continue to eat their lunch in their classroom at the desk that they have been allocated. After the children have finished eating, they will spend time outside with a consistent adult. During playtimes and lunchtimes, the children will be able to play and interact with others from their class. Only the three classes from the same year group will be outside at one time. We will use either the field or playground during break times. Children will have access to toilets and first aid during their break times.

### **Breakfast and After School Club**

As of Monday 8<sup>th</sup> March 2021, the school will be reopening our Breakfast and After School Clubs. These clubs will only be offered to children in Reception to Year 2. Whilst in the club, the children will mix with others from their year groups. Each year group will have their own consistent adult and equipment. The children will receive a pack of individual resources that they will be able to use when attending the club - larger equipment such as tables and toys will be cleaned after each session. We will continue to offer food at each of the sessions. These sessions will be charged at their regular rate.

### **Upcoming Special Events**

We have planned for several special events to take place between Monday 8<sup>th</sup> March 2021 and the Easter Holidays. It is our hope that these special events will help support the children to settle back into school and provide them with events to look forward to. The first of these events will be World Book Day. We are planning to hold World Book Day on the first day back (Monday 8<sup>th</sup> March 2021). The children are invited to attend school dressed as their favourite book character - any non-uniform is permitted if your child is unable to dress as a book character. It is our hope that this will make our first day back even more special for the children. There will be no charge for this event. More information about other Spring events will be provided on the first day back.

It is my hope that the planning and implementation of our protective measures will ensure that all of our children, staff and families will be able to return on Monday 8<sup>th</sup> March as safely as possible. As you would expect, I will constantly review our procedures and will make changes to further protect the school community. The safety of all our stakeholders will continue to drive my decision-making moving forward. The running of the school will still not be 'normal'; however, once we feel that it is appropriate to make any changes without increasing the risk we will. Any review that is completed will consider the needs of our school and families as well as guidance from The Department of Education, Essex County Council and Public Health England. All changes will be communicated quickly and clearly with parents. It is my hope that by the end of the Summer Term the school will begin to feel and look like it once did. I would like to thank parents in advance for their support in ensuring that these procedures are strictly followed and for playing their role in keeping everyone safe. Working together we can continue to reduce the risk as we complete the rest of the academic year. I am looking forward to seeing you all on Monday 8<sup>th</sup> March.

Yours sincerely,

**Mr. S. Proctor**

### **PE Days -**

<b>Stars</b> - Monday	<b>Astronauts</b> - Tuesday and Wednesday
<b>Rockets</b> - Monday	<b>Flying Saucers</b> - Wednesday and Thursday
<b>Moons</b> - Monday	<b>Galaxies</b> - Tuesday and Thursday
<b>Planets</b> - Monday and Wednesday	<b>Asteroids</b> - Wednesday and Thursday
	<b>Satellites</b> - Monday and Thursday