



Shortlanesend School

Head of School: Mr C Wilson

Thursday 16th July 2020

Dear Parents and Carers,

We hope that you and your families are well.

We'd like to start by thanking every one of you for your patience and understanding during the past few months. Your appreciation of the situation and the challenges that our school has faced has been very much valued by all the staff.

We'd also like to share a special thank you to all our staff, who have been fantastic at problem solving the many challenges that have faced them over the previous few months. We have such a dedicated team here at SLE, who work tirelessly to provide the very best provision and offer for our children and the welfare of our families.

It is with some sadness that we say goodbye to a couple of members of staff at the end of the year. Mrs. Knight is moving on to take up a new post in Wiltshire. Many of our children will hold very fond memories of starting their school journey with Mrs Knight. Mrs Lake is also moving on to new challenges, after her amazingly dedicated spell with Year 6 over the past two years. Mrs Arnold will be off to pastures new in September too. We thank them all for their devotion to our children and our school.

We are welcoming two new teachers to Shortlanesend. Miss Eddison and Miss Adler. Both have shown enthusiasm and dedication over the past four weeks during their time here helping to support in our pod provision. We know that the children in their classes in September will be in safe and inspiring hands.

The remainder of this letter provides details about our vision for September. Please read the information carefully – there is a lot of it!

Following the various government guidance documents, we have created a detailed plan for all children to return in September. Your support is imperative in minimising risk for our community.

Who will return? All children are expected to return in September.

Attendance – from September, attendance is compulsory. It is vital for all children to return to school to minimise, as far as possible, the long-term impact of the pandemic on children's education, well-being and wider development.

T: 01872 276372

E: hello@shortlanesend.org.uk

W: www.shortlanesend.org.uk

Shortlanesend School, Northey Close, Truro, Cornwall TR4 9DA

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

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Risk Assessment - our school's extensive risk assessments have been and will continue to be, updated appropriately considering any issues identified and changes in public health advice. These will also take in to account our unique circumstances. The school's safeguarding protocols will be reviewed accordingly.

Hygiene - within the school, everyone will adhere to a robust hand hygiene routine, which will include regular hand washing and hand sanitizing. Good ventilation will be promoted throughout the school. All staff will be promoting a "Catch it, Bin it, Kill it" approach.

Sanitising stations - around the school in key areas there will be ease of access to hand sanitising pumps. All rooms will have a bottle of hand sanitizer, as well as a sink and handwashing facilities.

Cleaning schedule - we will have enhanced cleaning arrangements throughout the school. This will include a lunchtime wipe down in class. Each bubble will have its own anti-viral spray, hand sanitizer and cleaning wipes. Children's water bottles will be labelled and sensory toys to be cleaned daily in Milton.

Track and Trace - the school is actively engaged with the NHS's Track and Trace protocols. Should any parent, child or staff member display any symptoms of COVID-19, we would strongly encourage them to book a test. Tests can be booked through the NHS's testing and tracing website: www.nhs.uk

Parents should inform the school of test results immediately.

Should test results be negative and the person feels well with no symptoms similar to COVID-19, they can stop self-isolating. Other members of the household can stop isolating too.

If someone tests positive, they should follow the government's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of smell/ taste.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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Should there be a localised outbreak, we have extensive plans in place to contain any outbreak by following local health protection advice.

Checking children's temperature - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Therefore, we will not take the temperature of children on a regular basis.

Face masks - in line with the DfE guidance, no children or staff on the school site, should wear a face mask. Should children arrive wearing face masks, following using public transport, they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Children whose parent or carer provides written confirmation from medical professionals detailing reasons, will be allowed to wear a face mask.

Social distancing - young children are not expected to social distance within their bubble. Children will be taught and discuss the benefits of social distancing, but we as an organisation appreciate that this will not be possible with the youngest children. We will endeavour to minimise potential for contamination so far as is reasonably practical. Adults will socially distance between themselves and, when appropriate, from children.

Wrap around care - We are hoping to run Early Birds and After School Club from September, however, there will have be some changes for both clubs to ensure the minimising of risk. Children will be designated a table dependant on their class. There will be restricted movement and restricted activities. For ASC, we are envisaging children remaining with the class teacher until 4pm to allow for the hall to be fully set up and cleaned, on transfer to the hall the same restriction on tables and activities will apply. There will also be a slight increase in charges for the ASC service, which will be the first increase since the service was introduced a few years ago. All bookings to be made the week before. Numbers may have to be limited. Provision is scheduled **to start week beginning 14th September.**

Extra-curricular provision - initially, sadly there will be no after school clubs for the autumn term due to a number of factors including risk of cross group contamination, physical space and the new cleaning schedule.

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School based staff and room allocations - Staff and children will be able to use their classrooms. Children can use their usual toilets. Children to remain within their class bubble for the majority of the day, and not go into other 'bubbles'.

Children will only mix for specialist teaching such as outlined in the DfE: Guidance for full opening: schools. For example: RWI phonics, maths and science in some split year groups.

Lunchtimes - these will be staggered taking in to account our year group bubble model. Classes 3, 4 and 5 will eat in their classrooms. This arrangement will be constantly reviewed. Parents can book their children a lunch via ParentPay as usual or provide a packed lunch.

Breaktime and lunchtime - children will play games that encourage distancing and there will be limited touch equipment made available to the children. All fixed outdoor equipment is to be cordoned off as it is not possible to ensure that it can be appropriately cleaned.

Curriculum - following an unsettled period of schooling, children and/or parents may be reluctant or anxious about returning in September. Our staff have been supported in providing an emotionally rich curriculum to support children's well-being. Initially, a lot of time will be spent ensuring that the children feel safe in school. This will include reminding children of the routines, structure and expectations of being in school. Routine is key for children and helps them to feel safe.

For the autumn term, teachers will prioritise the most important missed content which pupils may struggle to pick up again later. Particular focus will be paid towards reading, number (especially place value), and the four operations. Reinforcement will be made through the school's usual immersive topic learning as naturally as possible. Reading with your child each night has huge benefits to your child's learning. **It is essential that you support your child with this.**

Behaviour - in light of the COVID-19 pandemic, we have updated our behaviour policy. These will be communicated clearly to all pupils. These set clear, reasonable and proportionate expectations of pupil behaviour, particularly considering restrictions around the movement within the school and new hygiene rules.

Staff have been, and will continue to be, proactive in predicting and preparing for children's return to school, considering the range of experiences that children will have had during this time.

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Homework – to support children's accelerated progress to catch up for missed learning, it is essential that we work in partnership with parents. Therefore, we will be expecting all homework to be completed.

Reading records have been upgraded to provide more support for home reading. We are investing in online education through continued use of TT Rockstars. A full package of Sumdog activities and other ways to improve communication – currently we are trialling an extended use of Google Classroom – this we hope will allow parents to see what their child has been learning more easily and stimulate dialogue at home.

Remote learning – in the event of a partial or full lock down, where children are well enough to do so, we will provide remote learning. This will take place in the form of either online learning through Google Classroom pages (KS1 and 2) or Tapestry for Nursery and Reception children (should the child have the equipment to do so) or paper-based learning. The learning will be closely linked to the learning that the children would have experienced in school, with daily activities set. This will include an English, Maths and topic lesson. Staff will provide feedback to work completed online, and paper-based learning when returned to school.

Standardised Assessments and Testing (Y2 & 6 SATs, as well as phonics screening checks) – these are planned to take place as normal for summer 2021. The Standards and Testing Agency are exploring the need for children in Y2 (September) to take the Phonics Screening Check.

Resources – each bubble will have their own resources which are cleaned regularly. Children will have their own labelled pen/ pencil to use. Should your child wish to bring their pencil case in – it will have to remain in school, and equipment from it not shared with other children. Following the use of PE equipment, it will be cleaned meticulously before the next group uses it.

Children can only bring essential items into school such as: hat, sun cream, lunch and a coat. All other items must remain at home.

Visitors on site – only essential visitors will be allowed to come into the school and will be by appointment only. Visitors will be provided with an information sheet about physical distancing and hygiene. All visitors on site will be logged for track and trace purposes, as well as for evacuation procedures. For the first half term, there will sadly be no volunteers.

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School office - initially, the school office will be closed for contact in person. Any requirement to speak to a member of the admin team should be done via telephone: 01872 276372 or email using: secretary@shortlanesend.org.uk

Drop off and collection arrangements

- Staggered drop off and collection times based on class
- 1-way directional system
- An adult will be at the main gate entrance welcoming the children and supporting with the direction of movement.
- One adult per family will accompany their child – unfortunately, no parent or carer will be able to enter the building
- There is an expectation that no child or adult should gather on the school site at any time
- Children will enter their classrooms via their external classroom door and will immediately wash their hands or use hand sanitizer.
- 3 drop off and collection times
- For collection, the gates will be open at 14:55. Parents are asked not to arrive before 14:55 as this would result in congestion
- Siblings to be dropped off/collected at earliest time
- To support the safe environment, **parents must adhere** to the collection and drop off times

<u>Class:</u>	<u>Arrival Time</u>	<u>Where?</u>	<u>Departure Time</u>	<u>Where?</u>
5 – Mr Easter	8:30	Corridor – Door nearest classroom	3:00	Corridor – Door nearest classroom
4 – Miss Eddison	8:30	Classroom - Side door	3:00	Classroom - Side door
3 – Mrs Ashley	8:45	Class Door	3:15	Class Door
2 – Miss Adler	8:45	Class Door	3:15	Class Door
1 – Mrs Lewis/Mrs Stanhope	9:00	Through outside area	Building up to 3:10	Through outside area

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Thank you for taking the time to read and digest the contents of this letter. Please be aware that our planning remains fluid and will be constantly monitored. Also, it is extremely susceptible to factors out of our control. Should events change during the summer break which result in an altering of our planning, we will endeavour to inform you with as much notice as possible.

Despite the alterations that are required to school procedures and timings resulting from government directives, we wish to make it very clear that the dedication, commitment and drive of all our staff to continue to provide a safe, fun and inspiring environment where all our children can **Smile, Learn** and **Excel** remains fully unchanged.

We are greatly looking forward to welcoming all children and staff back here at SLE. Our new academic year begins on **Monday 7th September** except for our new foundation children, who have already been informed of their exciting starting school arrangements.

Have a restful summer. Please remain safe and well.

Warm Regards

Mr Wilson and the Staff of Shortlanesend School

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