

Dear Families

We have formulated a plan based on if we return to school on 1<sup>st</sup> June for Yr R, 1 and 6 plus keyworker, EHCP and vulnerable children.

This plan is formulated based on the guidance we have been provided with and is subject to change should further guidance be released. This plan works towards the government's plan to open on Monday 1<sup>st</sup> June, although we won't know until the 28<sup>th</sup> May if this is the case or not. Please look out for further communications and updates.

Since home schooling some of our routines may have changed, so to prepare to return to school I would suggest going to bed 5 or 10 minutes earlier and getting up earlier until you're back to normal bedtime and get up times for school. Put back routines for breakfast, lunch and dinner with a mid-morning healthy snack and drink lots of water. Make sure the habits of washing hands lots are established, encourage children to cough or sneeze into tissues and do talk to the children about the changes that will happen when they return to school.

These changes include Mummy and Daddy not being allowed into school, washing our hands before coming into school and before we leave and lots throughout the day. Assemblies will be via video call or in their own classroom, there will be changes of times to the school day and understanding that all our friends won't be back in school. However we will continue to have lots of fun and care for you as we have always done.

Ultimately we are carers and here for the children, the children will need comforting and emotional support, they will probably need and want hugs, and we will provide these. Please let Mrs Sice know if this is not ok.

Year R, 1 and 6 are now entitled to be back at school full time and therefore staff resources are in place to support this. Home learning will be reduced although activities and suggestions will still be sent home. We do recommend using the Oak National Academy for online resources. Message will not be responded to until the end of the school day. Any urgent messages should be emailed through to the main office on [families@lanesendpri.iow.sch.uk](mailto:families@lanesendpri.iow.sch.uk) or a call made to school.

All other year groups will be provided with home learning as has been the case so far. We will still call home once a week for children not in school.

We do strongly encourage all children entitled to a place to attend, we really miss you all!

Children will be in groups of 15 and allocated certain staff. The staff and children in that group will not mix with other children or staff in the school, this will be for Year 2-6, The children in Year R and 1 will be in groups of 15 although keeping them in those set groups and social distancing will be far more tricky. Children in Years 1 -6 will have their own resources, allocated table and chair and tables will be spread out as best we can. Children in Yr R will have an allocated place to sit and resources will be wiped and cleaned after use.

No toys or resources are to be brought from home, please, this will really help.

Lunch boxes, PE kits and coats, teachers will advise where to place these when children arrive. When PE kits have been used in school, they will be given to the children to bring home to wash and return to school for the next week. When you get home, lunch boxes need to be washed down and uniform washed for the next time you wear it.

### **School visitors and parents onsite**

Unfortunately there will be no parents or visitors allowed to enter the building unless visiting the main office and this will be a strict policy of one adult allowed in at one time and will be asked to be 2 m away from staff members.

Meetings will be carried out by video call as we are unable to host face to face meetings.

### **Drop off and pick ups**

Families will arrive with children and be allocated drop off areas and times as per each year group below. Please do not arrive earlier than your allocated time.

Families should be 2 metres away from each other, please don't gather for chats

There will be outside handwashing facilities for the children to use before entering the building.

Temperature checks are to be taken for all children and recorded.

Collection of children – families will wait outside, social distanced, the child will be sent outside for a social distance handover, a staff member will observe the child meets correct parent.

LSAs will be outside with proforma to take notes from families and pass on to relevant staff with social distancing measures in place.

We would ask families to keep young children with them, they are unfortunately not allowed to use any of the outside play equipment at this time.

Once children have been dropped off or collected we would ask you to leave the premises without the usual stop for chat with others, this is very hard for us to write!

### **Temperature checks**

If a temperature of 37.8 or more is recorded for staff or children they will be sent home and we ask families to refer to the Covid19 online NHS 111 helpline.

For other illnesses and concerns, we will follow our medical policy and if necessary isolate the child from their group and other children. A staff member will stay with the child and wear a mask, just in case.

### **Covid 19 testing**

If a child or adult tests positively for Covid 19 we will follow guidelines which includes the children and staff from that group self-isolating for 14 days. Staff will be able to

access a test and once a negative result is returned can return to school. Caroline will also refer to Public health for further instructions.

### **Office procedures**

School is now cashless

The office will operate one parent in main reception at once, 2 metres away from the desk.

Office door will remain closed

Payments can be made online or over the phone by card. Phone lines and emails fully open.

### **Medicine, First aid and PPE**

First day back office teams will be outside in areas to collect medicines and any changes to medication will require a new form. All medicines need to be in original boxes as per our medical policy. Please bring any medication with you for your children,

### **Breakfast/50p club and after schools clubs/Den**

After school Den will be open and normal procedures apply

First week back NO breakfast club

We will not open 50p club until further notice.

2<sup>nd</sup> week back Breakfast Club will open

NO after school clubs will take place until further notice

### **Precautions when leaving school**

Wash hands before leaving school

Wash hands when home

Change clothes when home and wash uniform ready for the next time you wear it.

Wash down lunch boxes or anything you have brought home from school.

### **Cleaning**

Cleaning will be after school as normal. There will be extra bin collections and door handles cleaned through the day. Cleaning packs will be distributed to each room to ensure any shared resources can be cleaned between use e.g. phones, desks, toys etc.

Hand gel, soap and tissues will be available in all classrooms and staff areas and will be replenished as needed.

We will empty and wash drink bottles in school each day. Please do not bring bottles from home into school.

The school has been deep cleaned twice and extra recommended cleaning routines are in place.

### **Hand washing and respiratory hygiene - staff and children**

More frequent handwashing to take place for 20 seconds at a time or using hand gel.

On arrival at school.

Before and after any transitions around the school

Before and after using any play equipment

Before and after food

After using the toilet

Before leaving school

Cover your mouth and nose with tissue if coughing or sneezing, dispose of tissue and wash hands. If children don't do this then wash their hands! If unable to wash hands immediately then use hand gel.

### **Free school meals and Universal infant free school meals**

For those children from Year R, 1 and 2 who are **IN** school they will be entitled to their universal infant free school meal. Those who choose to keep their children at home will not have a meal provided.

Free school meals will also apply to all those entitled children who are in school, across the year groups. The kitchen will be open and bookings can be made and paid online for those who pay.

If children are entitled to a free school meal but are not in school we will continue to provide hampers on a Monday.

### **Attendance**

For children in Year R, 1 and 6 who are not taking up their place in school, we require families to call in every day by 9.30am, as we are officially open for those year groups. We will call if we do not receive contact from these families. The Government strongly advises families to take up the place but we have a duty of care to record attendance for all children in these year groups.

## **Teaching and Learning**

### **Year R**

#### **Classroom areas**

All 3 classrooms to be used and lobby area

#### **Outside areas**

Yr R outside area

#### **Toilets**

Yr R lobby

### **Entrance and exit**

Gate from car park into Yr R outside area

Miss Hopkinson's classroom door entry for all classes

Exit will be from Miss McQueen's door for Miss McQueen and Mrs Hinckley's classes and from Miss Hopkinson's door for her class.

### **Drop and collection times**

1. 8.30am – 2.30pm – Mrs Hinkley
2. 8.45am-2.15pm – Miss McQueen
3. 9.00am-2.45pm – Miss Hopkinson

## **Year 1**

### **Classroom areas**

All 3 classrooms to be used

### **Outside areas**

Yr 1 outside area

### **Toilets**

By the hall, 1 in 1 out

### **Entrance and exit**

Gate from path into Yr 1 outside area

Own classrooms doors

### **Drop and collection times**

1. 8.15am – 2.25pm – Mrs Wyld
2. 8.25am – 2.35pm – Miss Skinner
3. 8.35am – 2.45pm – Miss Wren

## **Year 2**

### **Classroom areas**

Mrs Lewis's room as teaching classroom

### **Outside areas**

See rota under lunch and break section

### **Toilets**

By the hall, 1 in 1 out

### **Entrance and exit**

Arrive via footpath and enter via Mrs Lewis's classroom

### **Drop and collection times**

8.45am – 2.55pm

## **Year 3**

### **Classroom areas**

Mrs Gangonells room as teaching classroom

Other room as working bases for non-classroom staff

### **Outside areas**

See rota under lunch and break section

### **Toilets**

By the hall, 1 in 1 out

### **Entrance and exit**

Arrive at playground gate and enter Mrs Gangonells classroom

### **Drop and collection times**

8.35am – 2.25pm

## **Year 4**

### **Classroom areas**

Mr Owen's room as teaching classroom

### **Outside areas**

See rota under lunch and break section

### **Toilets**

Yr 6 toilets at back of hall

### **Entrance and exit**

Arrive at playground gate and enter Mr Owen's classroom

### **Drop and collection times**

8.45am-2.35pm

## **Year 5**

### **Classroom areas**

Miss Westbrook room as teaching classroom

### **Outside areas**

See rota under lunch and break section

### **Toilets**

Yr 6 toilets at back of hall

### **Entrance and exit**

Arrive at playground gate and enter Miss Westbrook's classroom

### **Drop and collection times**

8.55am-2.55pm

## **Year 6**

### **Classroom areas**

All 3 classrooms

### **Outside areas**

See rota under lunch and break section

### **Toilets**

Yr 6 toilets at back of hall

### **Entrance and exit**

Arrive at playground gate and enter own classrooms

### **Drop and collection times**

- 1. 8.15am Mrs Brailsford**
- 2. 8.25am Mrs Dyer**
- 3. 8.35am – Mr Read**
  - 2.45pm – all leave one at a time with social distancing in place.**

As a school we will help the children learn the new routines. Although we will manage our groups and hygiene and help with social distancing families must be aware that this will not always be possible and we do have to be realistic. We are a school and children will play and to be with each other.

As always if any questions or worries please email me on:  
[caroline.sice@lanesendpri.iow.sch.uk](mailto:caroline.sice@lanesendpri.iow.sch.uk)

Kind regards

Caroline Sice