



Friday 17th July 2020

Dear Parents and Carers

School re-opening plans from September 2020

I hope that you are all well and that you are looking forward to the summer.

We would like to take this opportunity to thank all of the parents and carers for the support you have given the school during the last few months. We realise that it has been a difficult time for everyone and your continued patience and understanding has been gratefully received.

As you are aware, from Wednesday 2nd September 2020 **all Primary School children are required to return to school on a full time basis**. Following the recent guidance from the Department for Education, we have been working hard to prepare for the safety and welfare of our pupils and staff.

I understand that many parents and carers may feel anxious about their child returning to school but it will be a legal requirement that all children attend regularly and parents may be fined if their child is absent without a good reason. Please rest assured that we have put all measures in place to ensure that the school is as safe as possible and if you have any concerns about your child attending school, please telephone the office so that we can discuss this directly with you.

We have already brought back the maximum number of pupils that we can this term. This means that approximately half of the children have already returned to school and these children have enjoyed being with their friends and teachers again. Therefore in September, there will be lots of good role models and supportive friends who can help to reassure your child.

Who can now attend school and from when?

- All children in Years 1 – 6 should attend school from Wednesday 2nd September.
- Children starting in Reception in September will have induction meetings on Wednesday 2nd, Thursday 3rd or Friday 4th 2020. The Reception children will then start attending school on Monday 7th September 2020. Parents of these children will receive details about this separately.
- Each class will have a staggered start time, break, lunch time and collection time and these should be strictly adhered to in order to prevent overcrowding of the site.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19 – please see the Government guidance on Test and Trace procedures contained in Appendix B of the risk assessment.
- Children will be organised in ‘class bubble groups’ to be located in a teaching space with up to 30 children.
- The children will be with the same group of children throughout the whole week and they will not mix with other children in the school.

- The intention is that they will be with the same teacher and LSA all week.
- Depending on the age of the children there may be an LSA with the group to support and assist in teaching and learning and safety in moving around the school.
- In all classes (except for Reception) desks will be forward facing and children will be required to sit at their own desk at all times.
- All children will have break and lunch times in their bubble groups and these will be staggered to enable them to spend time outdoors whilst maintaining distance from other groups.
- In order to maximise the amount of teaching time and maintain staggered start and finish times, it has been necessary to reduce lunch times by 15 minutes. Please refer to the timetable for each bubble class for further information.
- Where children are not able to keep to the social distancing rules and expectations, staff will discuss this with parents and an individual risk assessment will be completed. Sanctions will be in place to ensure that social distancing is enforced and this could include isolation at break and lunchtimes, strict monitoring of movement and ultimately, fixed term exclusion.

Cleaning/Health and Safety –

- During the normal school day children and staff will be encouraged to use antibacterial wipes to clean desks and other equipment.
- All soft furnishings, toys, cushions and materials will be removed from classrooms and only equipment that can be disinfected will be used.
- Additional hand wash stations will be made available both in classrooms and in the corridors and all bubble groups will be allocated to a specific station to avoid queues and congestion.
- Similarly, bubble groups will be required to use specific toilets and only one child will be able to go into the blocks at a time.
- The Site Manager and cleaning team have worked out a stringent timetable of cleaning which will take place throughout the day at different intervals and then at the end of each day. High grade cleaning materials will be used at all times and once rooms have been thoroughly cleaned they will be closed off until the next day.
- Access around the school will be limited and controlled. Younger children will be monitored by staff when moving around the school and going to the toilet. Older children will be 'trained' in social distancing and rules but their access to areas outside of the classroom will also be limited.
- We will always try to maintain safe distancing in school but please be aware this will be challenging, especially with our younger children.
- Government guidelines state that children under the age of 11 do not need to wear face masks to travel to and from school or within school and there is no expectation that staff will routinely wear them either. However, in some very specific circumstances, staff may wear masks or other PPE. As this equipment can carry the virus into the school building if not handled and disposed of correctly, please can you ensure that children do not bring masks or gloves into school
- Please also note that, especially with our younger children, it is possible that a member of our staff may have to comfort your child if they become distressed.

Lunchtime

- Children attending school will be asked initially to either bring a packed lunch from home or to have one of our school packed lunches.
- Within two weeks, we hope to have reintroduced hot school meals as well as packed lunches but we will ensure that the children are familiar with our stringent lunch time rules for social distancing in the dining hall before starting this.
- We would ask that if children are bringing packed lunches from home, their lunchbox should be clearly labelled with their name and year group.
- It will also be necessary for children to bring in their own labelled water bottle which they will be able to drink from during the day. We will not be allowing children to use the water fountains around the school although we do have some drinking water taps where children can refill bottles if they need to.

What will children need to bring/wear?

- All children should wear school uniform on their return to school.
- Similarly we ask that children wear appropriate school shoes but, as we would like to use the outdoor environment as much as possible, we would like children to bring comfortable shoes such as trainers or plimsolls to change into.
- We will supply each child with the basic equipment that they will need and it will be solely for their use during their time in school.
- Children are able to bring book bags and PE bags into school with them but these should be kept to a minimum.
- The children will be taking part in PE activities both indoor and outdoor. We will only cancel outdoor PE if it is exceptionally cold or if it is raining very heavily. Please ensure that your child has appropriate outdoor clothes (shorts, T shirt, tracksuit or jogging bottoms and a sweatshirt) so that if they do get wet they can keep warm and change back into their school uniform.
- A packed lunch in a named box (if they do not require a school packed lunch)
- Full bottle of water which is clearly named (children will not be able to access water fountains during the day)
- Coat, sunhat
- Please apply sun cream before school (as required)

The start/end of the day

- In order to reduce the number of people at the school gates we have staggered start times and pick up times.
- Only one adult is to drop off/collect children.
- There are three possible drop off/pick up sites: KS1 playground gate; middle entrance by the ICT suite and the KS2 playground gate. Again different bubble groups will be given different sites.
- We would ask that parents queue at their designated drop off/pick up site no more than five minutes before their given time. Two metre social distancing lines will be carefully marked on the ground and we ask that these are adhered to. Teachers and LSAs will be at these sites to

collect and drop off the children and they will wait for 5 minutes after the given time. After this they will go to the classroom.

- Parents should leave the school site as soon as they have handed their children over to staff and should not congregate on the playground or car park areas.
- Collections will work in the same way.

Drop off and Collection times

Reception and Year 2 – Entry and exit from the KS1 playground gate

2C 8.30 – 2.40 Break: 10.15- 10.30 KS1 Playground Lunch: 11.45 – 12.30 KS1 Playground	2CG 8.40 – 2.50 Break: 10.30 – 10.45 KS1 Playground Lunch: 12.15 – 1.00 KS1 Playground	RH 8.50 – 3.00 Break: 10.30 – 10.45 Reception playground Lunch: 12.15 – 1.00 Reception playground	RS 9.00 – 3.10 Break: 10.45 – 11.00 Reception playground Lunch: 12.45 – 1.30 Reception playground
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Entry and exit from the entrance by the ICT suite/bike shed

6C 8.30 – 2.40 Break: 10.15 – 10.30 Astro Lunch: 11.45 - 12.30 Astro	4N 8.40 – 2.50 Break: 10.30 – 10.45 Astro Lunch: 12.15 - 1.00 Astro	1F 8.50 – 3.00 Break: 10.45 – 11.00 KS1 Playground Lunch: 12.45 – 1.30 KS1 Playground	1P 9.00 – 3.10 Break: 11.00 – 11.15 KS1 Playground Lunch: 1.15 – 2.00 KS1 Playground	3G 9.15 – 3.20 Break: 10.45 – 11.00 KS2 Playground Lunch: 12.45 – 1.30 KS2 Playground
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Entry and exit from the KS2 playground gate

6B 8.30 – 2.40 Break: 10.15 – 10.30 KS2 Playground Lunch: 11.45 – 12.30 KS2 Playground	4B 8.40 – 2.50 Break: 10.30 – 10.45 KS2 Playground Lunch: 12.15 – 1.00 KS2 Playground	5J 8.50 – 3.00 Break: 10.45 – 11.00 Astro Lunch: 12.45 – 1.30 Astro	5S 9.00 – 3.10 Break: 11.00 – 11.15 Astro Lunch: 1.15 – 2.00 Astro	3D 9.15 – 3.20 Break: 11.00 – 11.15 KS2 Playground Lunch: 1.15 – 2.00 KS2 Playground
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What happens if I have more than one child and their start and finish times are different?

- Whilst we have been able to make some concessions for this during the Summer Term, it will not be possible from September due to the volume of children in school and because every child must attend school for the statutory number of hours each week. Therefore, you will need to make sure that you bring and collect each child at the designated times for their year group.
- Specific arrangements that are necessary for children with disabilities should be discussed with Mrs Falvey.

Access to the school

- The school office will be open from 8.30am until 3.45pm but parents should only come to the office if it is absolutely necessary.
- The teachers will not be able to discuss issues with parents during drop off and pick up times but should parents have a specific concern they can phone or email the school email address (office@lincewood.essex.sch.uk) to make a telephone or virtual meeting with any member of staff.
- All payments to the school e.g. School dinners should be made in the usual way through SchoolComms.

What should I do if my child displays symptoms of Covid19?

- If your child develops a new, continuous cough, a high temperature, loss or change of taste and smell – you should keep them at home and initiate the NHS Track and Trace process - please see Appendix B of the risk assessment (see website).
- All members of the household should begin self isolation until the test result is back.
- You should notify the school as soon as the test result is back.
- In the event that a child or member of staff shows symptoms of Covid19, we will close the bubble and implement the Test and Trace guidance.

How will my child 'catch up' after so much time out of school

- Each class bubble will have at least two members of staff allocated in order that we can start to 'gap fill' as soon as the children return.
- Allocated LSAs will work closely with class teachers to plan and teach interventions for specific individuals and groups within the class setting.
- Assessment of the children's learning will take place as soon as they come back to school in an informal way and then formal assessments will be completed before October half term.
- There will be additional time built into the curriculum for Reading, Big Maths, times tables and spelling practise. These are all key skills that remain a priority for all children to master and we encourage you to listen to your child, or encourage them to read every day and practise their tables and spellings regularly.

Home Learning

- **We will only be providing remote home learning (other than the children's normal homework) for children or classes who are specifically told to self isolate due to Covid19 symptoms.**
- Our intention is to try to match our in-school learning with home-learning through a remote learning platform in order that children have the opportunity to complete the same amount and level of work as their peers. Further information about this will be provided in September and children will be given training on how to log on and access lesson materials at this time.
- We will be using our remote learning platform to allocate our weekly homework tasks so that children (and parents) have the opportunity to familiarise themselves with it.
- As always, if you have any issues with accessing resources please let us know and we will endeavour to help.
- Our year group teachers will continue to oversee home learning and will remain your first point of contact.
- If your child is not attending school we need to maintain regular contact with you as we have been doing since lockdown. The school office will continue to provide weekly calls to parents and children that are not at school. This is an opportunity for you to discuss any concerns or issues that you have but if you need to contact the school at any other time please do so using the email (above).
- If you do email for support with home learning, you may not get an immediate response as all of the staff will be teaching bubble groups and some only work part time. Please be reassured, they will get back to you as soon as possible.

Once again we thank you for your on-going support and patience during this very difficult time and look forward to seeing all of you after the summer break.

Yours sincerely

Mrs Braithwaite
Acting Headteacher

Mrs Gaskin
Executive Headteacher