



19/05/20

Dear parents and carers

As you no doubt know, the government has announced that it wants school to **start to plan** for re-opening to more children from the 1<sup>st</sup> June. We have been asked to plan to open first to children in Nursery, Reception, Y1 and Y6. The government has set a number of tests that they need to meet before they confirm the reopening of schools and have made it clear that schools will only open if these tests are met. We do not know for certain if we will be opening from 1<sup>st</sup> June – however, we think it is important that we share with you our plans as they currently stand.

If we do go ahead and start to re-open, we are planning that Year 1 children will start back on **Monday 1<sup>st</sup> June** and will attend school on **Monday, Tuesday, Thursday and Friday** up until the end of June. On Wednesday, we will deep clean the school, sanitising all equipment. Teachers will also use this day to plan for the children who continue not to come to school, so they can continue learning from home. **At the end of June**, we will review our plans and more children may be able to return full time (Mon- Fri).

You have told us that you would like more information from us about the steps we will be taking to keep children safe. Below is an outline of some of the protocols that will be in place to minimise risk.

### **Drop off and collection**

To ensure we minimise risk to staff, children and our community we have put in place the follow procedures. It is vital that these are followed when you are dropping off and collecting your child:

- Start and finish times will be staggered to ensure we reduce the number of parents we have arriving at school at the same time. Year 1 children will start **at 9.00 am** and will finish at 2.45pm
- Year 1 pupils will come in through the main school gate. We are asking that you line up outside with your child, maintaining a 2 m distance between you and other parents.
- Once the gates are opened, please say goodbye quickly to your child and allow them to come in by themselves. Parents are not able to come onto the school site. We will direct children to their 'zone' where adults will be waiting to welcome them and support them if they are finding the transition hard.
- It is important that parents and carers do not gather outside the gates – we ask that you move away once your child is in the playground.
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- At the end of the day, (2.45 pm until further notice) children will be dismissed from the main playground gates. Parents will be asked to maintain social distancing from other parents and queue appropriately outside. Please be patient at collection time - it may take longer than normal.
- Parents will not be able to come onto the school site or come into the school building, including the school office. If you need to communicate with a member of staff, please email [admin@springfield.hackney.sch.uk](mailto:admin@springfield.hackney.sch.uk) and a member of staff will call you back.

- Please be on time, both for drop off and collection. If you do arrive late, we may not be able to admit your child.
- We are asking that you do not bring bicycles or scooters to school. We are not able to keep them in school.
- We are encouraging children to walk to school and avoid public transport, where possible.

### **The school day**

The school day will be different. It certainly will not be like school days before 'lock down'. However, we will do everything we possibly can, to ensure children are safe, happy and learning. We are not expecting our youngest children to be able to maintain social distancing and remain 2m apart from each other. This would not be realistic or appropriate. However, we are taking the following steps, as laid out in guidance by the Department of Education, to **minimise** the risk to your child and to our staff:

- We will keep children in smaller groups or 'bubbles' – these 'bubbles' will have a maximum of fifteen children. Each 'bubble' will stay together throughout the day. Children will not be able to mix 'across bubbles' or play with children in a different 'bubble'.
- Children in Year 1 will sit in small groups and have their own equipment. There will be more stringent rules in place about movement within the classroom and around the school.
- As numbers increase, children in the same class may end up in different 'bubbles' and may not necessarily have their own teacher.
- Children will not be able to mix with different 'bubbles'. That may mean that they might not be able to play with their friends or have lunch with them.
- Every morning, we will start the day by reminding children about how to maintain good hygiene practices, the importance of washing hands thoroughly and what to do if they need to sneeze or cough.
- We will ensure that there are stringent handwashing and respiratory hygiene procedures in place. Children will wash their hands with soap and water at regular intervals throughout the day, supervised by an adult.
- We will constantly remind children what to do if they sneeze or cough and ensure there is always a supply of tissues nearby.
- We will wash as much equipment as we feasibly can at the end of each day and ensure the building is thoroughly cleaned
- At regular points throughout the day, we will thoroughly clean 'contact points', eg tables, door handles, toilet seats and taps

### **We are asking you:**

- **Not** to send your child to school if they have a temperature or appear unwell. This is absolutely vital.
- Not to send you child into school with bags or equipment from home. The only item children can bring from home is a packed lunch (if they are not eating school dinner). We ask that you put their lunch into a plastic lunchbox, which we will sanitise, in school.
- To either wash your child's clothes at home each evening or send them to school wearing a new set of clothes each day. To support you with this, we are not asking children to wear school uniform for the remainder of the summer term. Please send your child to school wearing comfortable, easy to wash clothes. Tee shirts and legging/tracksuits are perfect. **Open toe sandals, flip-flops or crocs are not allowed for health and safety reasons.**
- To send your child to school with a water bottle which has their name on it. We will ask children to keep this in school and refill it daily. We would also like your child if possible to bring in their own small bottle of hand sanitiser, which they can keep at their table.

### **What we would like you to do next:**

Please send a brief email to [admin@springfield.hackney.sch.uk](mailto:admin@springfield.hackney.sch.uk) letting us know whether you would like a place for your child in Year 1 by Thursday 21<sup>st</sup> May at the latest. We would really appreciate a response from everyone, confirming yes or no. We will then get back to you as soon as we can, and confirm your child's return to school date.

Once you receive confirmation that your child is able to return, please prepare them for the fact that school will be different for a while. We do want them to feel positive about returning and seeing some of their friends again. Please also be reassured that we will do everything we can, to make school a positive place, even though it will feel different.

Some of you have already decided that your child will not be returning yet. We understand and support your decision. Once school restarts, we will be reviewing how our systems are working on a three-week basis and if things are working well, we will invite more children to join us at the end of June. You will then have an opportunity to re-consider your decision and may then decide you want your child to return.

Please do understand that all of this is subject to change and we are working hard to deal with a very complex situation. If you have any questions, please contact us via email and we will respond. We are all looking forward to seeing more children back in school as soon as we can and hope you are too.

Please do let us know if there is anything, we can do to support your child as they return. We are aware that some families may have suffered a bereavement or may have found lockdown particularly difficult – please let us know so we can offer your child as much support as possible on return.

Thank you for all your support over the past few months. It has been hugely appreciated. Please remember to send us an email ASAP letting us know what your decision is so we can start planning.

Best wishes



Headteacher

