



Dear Parents / Carers,

What are things going to 'look like' at Eastlea if more children are going to be on site from 1st June?

I realise that the Government has not yet given the official 'go ahead' about the expansion of school provision from Monday 1st June, but wanted to provide you with as much advance notice as possible about what routines will need to be in place at Eastlea if this is the decision that is taken. At Eastlea we will initially look to include children from Reception, Year 1 and Year 6 as well as continuing to offer support for children of key workers/vulnerable families.

As outlined in the previous update letters there have had to be significant changes to way things are going to be organised to put in place the protective measures which will enable this to be as safe as possible for pupils, staff and families at Eastlea and by now parents of Rec/Y1/Y6 pupils should have been made aware of the days which will be able to accommodate your child in school each week.

This letter, together with the attached '**yes please ☺, no thanks ☹**' checklist will hopefully answer your questions about what the new protective arrangements are going to be, but if there is anything you are still unsure about then please do get in touch. It sounds very complex when written down, but if we all use a common-sense approach and take things calmly and sensibly then I have every confidence that the systems we have planned will work effectively. Fingers crossed!

Arrival - where to go, what to do and what time to arrive

We have organised a system to stagger the arrival times and use specific entry gates in order to reduce the number of pupils arriving at any one time and to stop the number of what are called transitory meetings (occasions when you might pass another child/parent). **It is vital that groups of parents/children do not congregate either on the school site or at the gates.** I am sorry but it will need to be a case of 'drop off your child and then leave'.

- **Year 6:** Pupils must come in through the **MAIN SCHOOL GATE** (not the newer side gate). It is important that there are as few adults on site as possible so we need to ask that Year 6 pupils either come to school independently (as many do already) or that if an adult accompanies them then they come no further than the main gate. Year 6 children should walk round on their own towards their usual entrance door to the wooden gate at **8.45am to come in independently**. Please do not allow them to arrive too early, and if the gate is not open then they must wait there – remembering to stand on the yellow lines 2m apart (not in a group with their friends).
- **Reception:** Pupils must come in through the **MAIN SCHOOL GATE** (not the newer side gate). We recognise that adults of younger children need to be able to accompany them onto the school site so **ONE adult** will be allowed to walk round with them, towards their usual entrance door to the wooden gate at **9.00am** where Mrs Atkinson or Mrs Plant will greet them and take them in. **It is important that you keep your child next to you at all times.** Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the yellow lines 2m apart from other parents/children.
- **Year 1:** Pupils must come in through the **NEWER SIDE GATE** (not the main gate). Again we recognise that adults of younger children need to be able to accompany them onto the school site so **ONE adult** will be allowed to walk with them, towards their usual entrance door to the first wooden gate at **9.00am** where Mrs Lister or Mrs Raimes will greet them and take them in. **It is important that you keep your child next to you at all times.** Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the yellow lines 2m apart from other parents/children.
- **For those accessing support for keyworker/vulnerable families:** Pupils must come in through the **NEWER SIDE GATE** (not the main gate). Younger children may be accompanied by **ONE adult**, but Y5/Y6 pupils can arrive independently. They should walk straight ahead towards the first wooden gate at **8.45am** where a member of staff will greet them and take them into school via the external library door. **It is important that adults keep their child(ren) next to them at all times.** Please do not arrive too early, and if the gate is not open then please wait – remembering to stand on the yellow lines 2m apart from other parents/children.

N.B. If you have children in more than one group from the above list, then we can arrange a specific time for you to arrive which avoids you having to come on site twice. Staff will liaise with you directly about this.

It is really important that children arrive on time – but if any child is late, then access to school will be via the main entrance – again we ask that you respect the 2m yellow lines while waiting.

I realise this sounds complicated, but it should work as long as we stick to times and gates! I will be around outside each morning to oversee things, so can point you in the right direction.

Classroom organisation

You may want to forewarn your child that things will look very different in school. **Each year group will be based in their own classroom for the 2 days that they are in** and the Year 3/Year 4 classrooms and the library will be the bases for the children who are not in their class groups. Each child will have an individual desk/work space as well as their own tray of resources, pencils, pens etc and it is important that they stick to using these and not touch things 'belonging' to other people. All of the resources they need will be provided by school, and we ask that no pencil cases, toys, reading folders, books etc are brought into school as we have to limit the number of items which are being transported between home and school.

Clearly the arrangements in Early Years need to be slightly different. Mrs Atkinson has been working to plan and resource the activities the children will be working on in Reception – and they will also have individual work stations to do indoor activities. Access to the outdoor area will also be something which is used as much as possible.

Mrs Shimmin is busy working with the Nursery staff to coordinate the plans for these groups and we will be in touch next week to confirm the specific arrangements for pupils in this class.

School books

Children will be using their schoolbooks/topic packs but one of the protective measures is that staff will be limited in their ability to handle these books so most of the feedback will be verbal at the point of learning.

Uniform

During the first 10 weeks of closure we have not asked pupils to wear school uniform as the provision we were making for them was different. But, as from the week beginning 1st June, we are starting to return to a more 'usual' approach so feel that it is important for the children to wear Eastlea uniform just as they always would have done.

Guidance suggests that where possible, clean clothes should be worn each day and if you could support us with this that would be great.

Playtimes

Playtimes for each of the groups of pupils will take place at different times and outdoor games/equipment has been arranged into class boxes so that children only use designated equipment which can be cleaned easily and not shared with other class groups.

Lunchtimes

The school kitchen will not be open. All children who are in for the full day will need to bring a packed lunch and drink (**nothing containing nuts or seeds please due to allergies**). Pupils will eat their packed lunches at their own desks in their classroom bases. We ask that children also bring their own named water bottles as this is a protective measure to limit the need to share cups in school.

The children will also have time outside. Staggered lunchtimes will reduce the number of children out at any one time, but the field is large enough to accommodate a lot of children at a suitable distance, and this week it is being divided into 4 large quadrants which will be allocated to each class/group whenever they want to be outside.

Home time

Once again the times and collection points have been staggered to reduce the number of pupils and adults moving on site at any one time. Please can we ask that only one adult comes to collect a child and that where possible Year 6 pupils leave independently and that they meet you at your car or at a distance from the school gates.

- **Reception** – should be collected at **3.00pm** from the gate/door which you drop them off at in the morning and should then exit the school site via the **main school gate**
- **Year 1** – should be collected at **3.00pm** from the gate which you drop them off at in the morning and should then exit the school site via the **newer side gate**
- **Year 6** – will be dismissed at **3.15pm** and should leave via the **main school gate**
- **Children in other groups** should be collected at **3.15pm** from the gate by the external library door and families should exit via the **newer side gate**

N.B. Again, if you have children in more than one group then, where possible, departure times will be amended to suit your family circumstances.

Taxis

Children who come to or go home via a school transport taxi will continue to have this service provided. A letter will have been received by each family from the School Transport Service at County to confirm arrangements and if there are any queries then please contact me in school.

Clubs – before, during or after school

Unfortunately, we will not be able to offer any before school, lunchtime or after school clubs at the current time. This includes breakfast club which we will not be able to run or Owlets which cannot yet restart.

Homework

Work for the days the children are not in school will be provided by class teachers to be done at home. As far as possible, work given will not need to be returned to school as this will limit the number of items which need to be carried between home and school.

Cleaning

Routines and schedules for cleaning have been increased to meet the higher protective measures which now need to be in place. Ongoing cleaning will take place during the school day, there will be cleaners in each evening and also a deep clean on Wednesdays in Reception/Year 1/Year 6 so that everything is set for the next group of children.

Handwashing

One of the most important protective measures as we all know is regular handwashing. Please make sure that hands are washed before you leave home and again when you return. When in school children will be required to wash their hands at frequent intervals throughout the day. We have sourced some 'kinder' soap so this will hopefully help to protect children's hands/skin a little better!

Helpful things to reinforce with your child

If you could support us with encouraging your child to follow the new protective measures which have been put in place that would be very helpful, *e.g. reminding them of the importance of regular hand washing, asking them to keep 2m apart from others when they are in school, sticking with you when they are waiting to come in/heading home etc.*

Arrangements for families who are key workers/vulnerable

We will continue to work with parents of families who have additional requirements for children to be in school. This may mean that your child is just in school for designated days in the Y3/Y4 or library bases or that they spend 2 days with their class group in Reception/Year 1/Year 6 and any additional time in the Y3/Y4 or library base. Please discuss with me any specific circumstances linked to this and we will do our best to accommodate what is required.

We are looking forward to welcoming more pupils back but are aware that the protective measures/risk assessments involved will need to be continually reviewed. Clearly, we may need to revise some of these measures as we start to move through the coming days/weeks and ask that you bear with us if there are teething problems with some of the new systems.

Please take a look at the 'yes please ☺, no thanks ☹' checklist and if you do have any questions or something is causing you concern then ring me in school.

Yours sincerely,

Miss E Beeston, Head Teacher