



Little Gaddesden C. of E. Primary School
Church Road, Little Gaddesden, Hertfordshire, HP4 1NX
Email: admin@littlegaddesden.herts.sch.uk
Tel: 01442 842464 **Fax:** 01442 842825
Headteacher: Lorna Elkes

curious thinkers - confident individuals - independent learners - excellent results

Dear Parents,

Thank you for your patience whilst we have put together this plan and considered all the advice available from the Government, Department for Education, numerous teaching and support staff trade unions and the local authority.

Further to my previous letter, I am now able to provide more information regarding reopening school for Reception, Year 1 and Year 6 pupils from Tuesday 2nd June. Initially, these pupils will be able to attend school on Tuesdays – Fridays. On a Monday school will be open for Key worker families only. This is to enable staff to effectively provide for the pupils returning, our key worker families and those pupils still at home. This is in line with many schools across Dacorum.

REMINDER: INSET DAY - Monday 1st June school closed to all pupils.

We fully appreciate that there is a level of concern and worry in society at this time, but I would like to reassure you that we have followed all the available guidance and are looking forward to welcoming your children back to school. There will be many new or adapted procedures that we must all follow to promote safety, but I know that you will support us with this. That said, it remains your decision regarding sending your children to school and I will support your decisions. I know that many of the pupils are missing school, both their teachers and their friends, as much as we are missing them, and we will continue to support those of you who are not yet able to return.

The information below gives details of how we will be managing reopening of school. For additional links to some of the Government guidance please see the end of this letter.

Classrooms

We don't yet know how long these arrangements will be in place but, where possible, pupils will be taught in their regular classrooms by the same adults. Each of the class groups will remain separate throughout the day. Pupils will be in class groups of no more than 15 pupils with the class teacher and/or classroom assistant (who will take a lead from the teacher). The pupils' seating will be spaced out as much as possible, but we cannot fully achieve 2m distancing due to the size of our classrooms, corridors and the need to access facilities such as toilets. Teachers will organise seating for the pupils to minimise movement around the classroom. For years 1 and 6 each pupil will have their own container to individually keep equipment in. Surfaces will be decluttered allowing touched surfaces to be cleaned.

School will feel a little different to begin with, but our pupils are incredibly resilient and adaptable to change and we are confident that the 'new normal' will be a happy and vibrant place of learning as usual. As much as is possible, pupils will be using our outdoor space for learning and having additional PE activities with Mr Millins. We will of course also continue to enjoy our daily mile with each group timetabled to access our track separately.



Initially, we will not be having whole school assemblies or gatherings to limit movement around the building. There will be clear signs around the school to remind pupils of distancing and we will be operating a 'one-way' system when moving around the school with 'passing places' to enable better distancing. Where safe, windows and doors will remain open to reduce surface touching and increase ventilation. Antibacterial wipes and cleaning agents will continue to be used including on equipment.

Toilets

Each class group will be assigned their own set of toilets: Year 6 those in the hall, Year 1 those by the front of the school and reception will use the facilities in the foundation classroom. Trips to the toilet will be one at a time. Children will be reminded to wash their hands thoroughly following every toilet visit.

Start of day arrangements

There will be a staggered start (and end) to the day to reduce contact between children and adults. No more than one adult from each family should accompany their children into the school grounds.

Arrival times:

Pupils of Key workers	8:50 am
Year 1	9:00 am
Year 6	9:15 am
Reception	9:30 am

With the exception of pupils from key worker families, who should continue to use the front door entrance of the school, all other pupils should enter the site via the front gate onto the playground as normal. On entering the school via the front gate, you will need to maintain social distancing and line up on the 2 metre markings. Children will be individually invited to enter the school and parents will need to leave the playground swiftly. Year 6 pupils can make their way independently into school on arrival via the front gate but need to maintain social distancing as they make their way along the path and across the playground.

If you miss your arrival time, please contact the school office who will confirm an agreed arrival time when your child can be met.

If your child is expected in school but will not be attending due to illness, please notify the office as you would normally.

End of day arrangements

There will also be a staggered end of the day. Pupils of **key workers** only, will leave via the front door. All other pupils will be dismissed from the door to the playground. Collecting parents, (only one per family) should enter the site via the front gate, maintaining social distancing as marked out. Reception and Year 1 pupils will be dismissed to each parent at the front of the queue. Year 6 pupils will be allowed to leave independently at 3:15pm and must continue to maintain social distancing as they leave the school grounds. Where parents have children in more than one class, siblings will be allowed to leave at the same time as the youngest child.



Reception	2:00 pm (first week only) then 2:30 pm
Year 1	2:30 pm (first week only) then 3:00 pm
Year 6 and key worker pupils	3:15 pm

Uniform

I would like to mirror the Department for Education advice that clothes are washed daily above 60 degrees heat, as scientific evidence demonstrates that the virus can survive on clothing in some circumstances. Ideally this should be school uniform, if not alternative comfortable clothing is acceptable. Pupils are encouraged to wear trainers, as this will more easily enable them to take part in outdoor learning and reduce the need to use PE kits.

What to bring to school

We ask that children bring the minimum required.

Children will need:

- a filled and named water bottle – the school water fountain will not be available
- Packed lunch if not having school lunch - please remember we are a **NUT FREE SCHOOL**
- Healthy breaktime snack
 - ***Please note:** The Government free fruit scheme for KS1 has been withdrawn for this term.*
- Children should **not** bring pencil cases or any stationery equipment to school, this will be provided.

Break time and lunchtime

These will be staggered for each group, so they can remain separate. Pupils will be directed to areas of the playground so that they are not mixing with other groups. Toilet access will be one at a time keeping to their assigned toilets.

School lunchtime play will be supervised to ensure pupils maintain social distancing and do not interact with other year groups.

School meals

The full week 2 menu will be available from Tuesday 2nd June. The menu can be found [here](#). Please use the link below to confirm what meals your child will be having by **Thursday 21st May**.

[School lunch confirmation](#)

Hygiene

Children and staff will be expected to wash their hands thoroughly and regularly as per guidance throughout the day. In addition, hands will be washed or sanitized on arrival; before eating; before and after taking part in any outdoor activities.

Please ensure your child has a good understanding of how to wash their hands thoroughly - follow the link [HAND WASHING GUIDE](#). They will continue to be reminded of this in school.



Please help your child to use the **'catch it, bin it, kill it'**, should they cough, sneeze or need to use a tissue; followed immediately by washing their hands.

PPE and Face masks – The Government advice is that use of PPE and wearing of face masks are not recommended in schools unless a child becomes unwell with Covid symptoms. However, should anyone, staff, pupils or parents feel more comfortable wearing such equipment I am happy for them to wear this if they so wish. The school cannot provide this for pupils or parents.

Illness

Pupils with general illness such as a stomach bug or diarrhoea, will need to remain off school as previously. If a child or anyone in your household shows symptoms of Corona virus, such as a raised temperature, a new and continuous cough, a loss of, or change in, your normal sense of taste or smell, they should self-isolate following government guidance [What to do if someone you share your home with has signs of coronavirus: an easy-read guide](#)

If a child is unwell at school, staff will wear PPE equipment and the child will be moved to a separate, well ventilated room. They will be monitored from a safe distance to check their wellbeing, but they will remain isolated from staff and other children. Once contacted parents will need to collect their child without delay.

In the event of general staff illness, parents will be informed via school comms as soon as possible and that class group will be closed until the member of staff is able to return. We will not be using supply cover during this time. Most agencies are closed with any available supply staff in high demand. More importantly, to minimise risk, we will not be inviting adults in who may have been to many other settings.

In the event of a confirmed case of Coronavirus, the respective class group at school will be immediately shut down and all children and relevant members of staff will need to self-isolate for 14 days.

Parents

No parents will be permitted on site other than to pick up and drop off as detailed above. If you would like to speak to a member of staff, please contact the office who will arrange a convenient time for you to be called back.

Children who are either themselves in an extremely clinically vulnerable group or who live with someone in this group are not to attend school. Children from clinically vulnerable groups are advised to work from home but may also come to school if they wish. [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Key workers

Pupils who have already been attending school, should continue to do so and where possible they will join their respective classes. If their year group is not in school, they may be able to join another class with appropriate support and supervision to enable them to continue the work provided by



their class teachers. If pupil groups would exceed 15 pupils, these children will then be supervised in a separate space.

Should your circumstances have changed whereby you are now key workers please contact the school so that we may update our details and include you children in our provision.

Year 6 transition

I appreciate that for Year 6 this is not the scenario any of us would have chosen for their final weeks at Little Gaddesden C of E Primary School, however we will do all we can to ensure that they have an enjoyable experience, giving them a positive memory of our school.

Mrs Patel is already in contact with your secondary schools and we will be discussing with them what additional transition arrangements they can offer.

PGL

Understandably our planned trip to PGL will not be going ahead. We are in discussions with PGL regarding refunds and our aim is to refund all parents by the end of term. Please bear with us whilst we work with various companies to sort this.

Staff safety

The safety of staff is of paramount importance. Firstly, we will look to limit the number of people in the building. Teachers will continue to work from home when not in school. Those that are working in school have been given advice and support on how to stay safe and we have considered a variety of protocols such as how the staff room can be used safely, not taking books home to mark and washing hands afterwards, etc. Whilst we cannot always maintain a 2m distance for the children, staff will be able to maintain a 2m distance for most of the working day. We have completed risk assessments and Governors are asking about controls and monitoring. We have a very supportive team who I know will continue to meet the needs of the children.

Will the school definitely be open from 2nd June?

Not necessarily. You may have heard Boris Johnson in his briefing say that this is a working plan subject to change based on the 'R' rate of infection (see here <https://www.bbc.co.uk/news/uk-52609952>) . We are also being inundated with advice documents daily which all need to be considered. Schools were promised 3 weeks to sort plans for reopening and we have been given half this time in reality so it may be that we will need to delay opening if further advice is significantly different to our current working position.

Please be assured that we will keep both our risk assessment and our arrangements under continuous review. If at any point we need to adapt what we do to keep everyone safe, we will.

Apologies for the length of this letter which reflects the extent of the many considerations involved. I sincerely hope that during this difficult period of lockdown, that you and your family have remained safe. Should this not be the case or if there are any changes in your family circumstances please let us know so that we can provide any necessary support or signpost relevant agencies.



As always, should you have any further questions please do not hesitate to get in touch via the school office.

Yours sincerely,



Lorna Elkes

Guides from Government

There are numerous guides published by the Government relating to Covid-19. The list below is not an exhaustive list, but those that may be most relevant and of interest regarding pupils return to school.

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)

[What to do if someone you share your home with has signs of coronavirus: an easy-read guide](#)

[Guidance for households with grandparents, parents and children living together where someone is at increased risk or has symptoms of coronavirus \(COVID-19\) infection](#)

[COVID-19: an easy-read guide on protecting extremely vulnerable people](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus \(COVID-19\) pandemic](#)

