



CHAPMANSLADE CE VA PRIMARY SCHOOL

**Learning together in a Christian community,
nurturing and developing lively minds in a caring
environment.**



22nd May 2020

Dear Parents

From 1st June 2020 primary schools are being asked to welcome back children in order of priority starting with all vulnerable children and the children of critical workers regardless of whether they can be safely cared for at home. This is a change from the initial guidance in March that stressed that only those pupils in this group who could NOT be cared for safely at home, should attend school.

This letter has been sent to all Chapmanslade parents who work in critical sectors even if you have emailed separately about your requirements. Schools have been asked to encourage all eligible children to attend but Chapmanslade School recognises your right to decide what is best for your child and your family.

This specific details below should be read alongside your child's invitation back to school and the more general information contained in the letter that I sent to all parents yesterday.

Which children will be able to attend from the week commencing 1 June?

Approximately 40 children meet the eligibility criteria for Priority Group 1 and will be invited to attend school from 1st June. The list includes children from each year group, but there will not be any complete year groups back at school at this time.

How many days a week should my child attend?

Initially, Chapmanslade School will open to pupils for four days per week – Monday, Tuesday, Wednesday and Thursday. Your child is strongly encouraged to attend on all of those days but the government has made clear that parents will not be fined for non-attendance. Now that your child has been offered a place in school, we do ask that you inform us if your child will not be attending.

Why is the school closed to pupils on Fridays?

Initially, we would like you to make alternate arrangements for your child on Fridays so that the school can address all of the points in its risk assessment, including pupils' emotional wellbeing and the need to deep clean the school. This arrangement will be reviewed every two weeks to take account of updated guidance. For now, the school will be closed to pupils on Fridays until further notice.

How will children be grouped?

As far as possible, groups will be made up of children in one class. If there is a significant mismatch between the numbers of pupils in each class, we may have to adjust the groups to maintain 4 groups of approximately 10 pupils. The children and adults assigned to each group will remain with the group for at least a whole day and most likely, for the whole week.

What arrangements are in place for parents on the school site?

- Designated drop-off and collection time slots will be given to each group of pupils to reduce the number of parents on site at any time.
- Parents must observe a one-way route through the school. You must enter the site from the gate at the bottom of the playground steps, walk up to the top gate to drop or collect your child, then exit via the churchyard. It is important that every parent observes this strict one-way route in order to protect all pupils, parents and staff.
- There will be no access into any other part of the school site for parents.
- The parents of key stage 2 pupils are welcome to drop their child at the school gate to make his/her own way to the top gate.
- Please say good-bye quickly to your child in order to prevent a queue of parents from forming. If another parent is ahead of you, you must maintain a safe 2 metres distance.
- Only one adult from each household is permitted to enter the school site with pupils.

At the end of the day, parents should observe the same one-way route and the same social distance of 2 metres if another parent is in front of them. Parents must not congregate on the pavement, on the playground, at the top of the driveway or in the churchyard so that the school complies fully with its own risk assessment. Your child/ren will be handed over to you as quickly as possible and you are requested to exit promptly via the churchyard to prevent a queue from forming behind you.

What time should I drop off my child?

Your arrival time must align with the permitted arrival slot for your elder/oldest child. In order to ensure adequate social distancing and to prevent gatherings of parents close to the school site, these time slots are fixed and non-negotiable.

Redwood pupils and siblings must arrive promptly between 8:40 and 8:50am

Oak pupils and younger siblings must arrive promptly between 8:50 and 9:00am

Willow and Blossom pupils must arrive promptly between 9:00 and 9:10am.

What time should I collect my child?

Your collection time must align with the permitted collection slot for your elder/oldest child. In order to ensure adequate social distancing and to prevent gatherings of parents close to the school site, these time slots are fixed and non-negotiable.

Redwood pupils and siblings must be collected promptly between 3:00 and 3:10pm

Oak pupils and younger siblings must be collected promptly between 2:50 and 3:00pm

Willow and Blossom pupils must be collected promptly between 2:40 and 2:50pm

What happens if my child goes to Busy Bees Preschool?

We are liaising closely with Busy Bees Preschool. Any pupils who attend Busy Bees will be dropped into school at 8:45am and collected from school at 3:15pm via the school field to avoid congestion at the top of the school drive. We will keep all children safely occupied until Busy Bees collect them at the end of the day, regardless of the dismissal time slot for their class.

How do I speak to the school office or to my child's teacher?

The best way to contact the school is by email using admin@chapmanslade.wilts.sch.uk . A member of staff will reply or telephone you as soon as possible; we will aim to acknowledge your email within one working day. We have a number of staff who want to attend school and support our pupils but can only do so if strict social-distancing measures can be enforced. Thank you for your help in making this achievable. There will be no access to any part of the school site for parents other than the designated one way path. The school office is closed to parents – please use the letter box in the front door if you need to write to us and cannot do so electronically. You can also help us by dropping-off and collecting children quickly.

Where will my child spend the school day?

The most likely base for your child will be your child's usual classroom. There will be lots of welcoming and familiar members of staff at the gate each morning to welcome children and to direct them to their base. Each group of children will have a designated outside space every day too, to ensure that play, exercise and some learning takes place in the fresh air.

What are the arrangements for lunch?

Lataca, our usual caterer, will provide cold packed lunches in disposable wrapping. Please order your choice of sandwich filling in the usual way through Lataca. All pupils in Reception, Year 1, Year 2 and those eligible for Free School Meals are entitled to a packed lunch at no charge to parents. Other parents are encouraged to purchase a packed lunch from Lataca for their child. If your child prefers to bring his/her own packed lunch, this should be ready-to-eat and in disposable wrapping if possible to reduce items moving between school and home.

Please avoid items that your child is unable to unwrap by themselves, for example, Frubes which require adult assistance to open. Children will eat in their classroom base so that the integrity of the small groups is maintained.

What are the arrangements for drinking water?

Drinking water will always be available. Water will be provided in single use cups. Your child may bring his/her own NAMED drinks bottle if preferred.

What are the arrangements for snack?

All children should bring a healthy snack for mid-morning. Disposable wrapping is preferred (a piece of fruit is perfect!) to reduce items moving between school and home.

What protective measures will be in place?

The school will follow all guidance from the government and local authority.

- Each group of children and 2-3 adults will be kept separate from the other groups within school. Each group will have its own classroom base and own outside area (to be changed

daily on a rota). This limits the number of other people that your child will have contact with.

- For KS2 children, separate desks will be used inside to ensure a safe 2m distance is maintained. Younger children will naturally mix more freely in class, and will need space to move around.
- Frequently touched surfaces such as desks, play equipment and doors will be cleaned regularly throughout the day.
- Hand washing will be supervised on arrival, at transition from outside to inside, before eating and after using the toilets.
- Groups will have designated toilet cubicles to use that will not be shared with another group.
- Movement around the school will be kept to a minimum with outside paths used wherever possible.
- The school will be cleaned thoroughly each evening and again on Fridays.
- If your child requires first aid or becomes unwell with Covid-19 symptoms, staff will use the recommended PPE to attend to your child.
- All doors and windows will be open to aid ventilation and to minimise the touching of surfaces.
- Staff and children are requested to wear clean clothes into school each day.

What should my child bring to school?

Your child should bring a packed lunch and a NAMED drinks bottle if required.

Your child should bring a waterproof or a sunhat depending on the weather.

Your child must not bring anything else to school.

Anything else your child may need will be provided.

What should my child wear?

Any items of school uniform will be acceptable. PE kit is preferable because it is comfortable, layered, robust and easily washed and dried. Parents are not expected to buy new uniform, including new shoes – we just want children to be warm and comfortable. Children will be moving regularly between outside and inside so will benefit from wearing layers. Please provide a waterproof jacket and/or suncream. Staff and children are requested to wear clean clothes into school each day.

How can I help to prepare my child to return to school?

Reassure your child that:

- All the staff are really looking forward to seeing him/her again, and that it will be exciting to mix with other children again.
- Adults in school will be interested to hear about everything he/she has been doing at home and will not expect any specific work to have been done.
- There will be no testing or assessments – his/her teachers just want to spend time together again, doing some creative activities together.
- Start to reintroduce a 'school night' bedtime and waking routine if it has been lost during the lockdown. This will help your child to cope with the school day.
- Remind your child that school will only be for four days and that you have a lovely long weekend to look forward to.

- Check which items of uniform and shoes/trainers still fit and have them clean and ready to wear every day.
- Remind your child not to take anything into school (other than lunch and a drinks bottle if required).
- Make sure you are punctual for your time slot on the first day. Allow plenty of time to get to school (and park if arriving by car) so you can say goodbye as you make your way to school. Tell your child it is great that you have to leave him/her very quickly at the gate because that helps to keep everyone safe.

How will my child's teacher tell me if anything is wrong?

Teachers will dismiss very promptly at the end of the day to minimise the risk of a queue or gathering forming by the school. Your child's teacher will telephone you as soon as possible if there is anything to discuss. If you need to contact your child's teacher, please email admin@chapmanslade.wilts.sch.uk and we will aim to get back to you within one working day.

What if I do not want my child to attend school?

Your child has been identified for a place at school because we are aware that you work in a critical sector. You are encouraged to send your child to school for his/her social, emotional and educational benefit but the government has made clear that parents will not be fined for non-attendance. Now that your child has been offered a place in school, we do ask that you inform us if your child will not be attending.

The latest government information for parents can be found online:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

We very much look forward to seeing your child on 1st June. The school will be closed for half term but we shall respond to any email enquiries as soon as possible from 1st June onwards.

Yours sincerely

Mrs Chapman