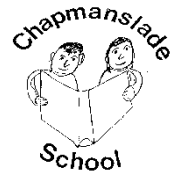




CHAPMANSLADE CE VA PRIMARY SCHOOL

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



6th July 2020

Dear Parents

This letter has been sent to the parents of **Blossom class pupils who are moving into Willow class**. We would like to welcome these pupils back to school for a “Getting to Know You” session with Ms Holloway and Mrs Harris in preparation for their move into a new class in September.

Through some creative activities, the children will have time to talk about their lockdown experiences, home learning successes, and raise any worries or concerns that they may have about changing class. The session will be informed by the needs of the children but will include a break time when they will be able to play together.

Your child is invited to attend school on

Friday 10th July 9:10 – 11:10am

All the staff and I very much look forward to welcoming your child back to school.

The safety of your child is our most important consideration. I hope that the details below will help to answer any concerns you may have about your child returning to school. Our experience so far is that children have benefitted from being back in school.

How many children will be in school?

We have had approximately 10 children in each class most days, but fewer on Fridays. We expect 12 pupils to attend this Getting to Know You session (some of whom will already be in school on Friday 10th July).

How will children be grouped?

The children will be based in the current Willow classroom with Ms Holloway and Mrs Harris. It will not be possible to set up the new Willow classroom (in the current Oak classroom) until the school is empty.

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

- Designated drop-off and collection time slots have been given to each group attending 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.
- 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 meter distance.
- Only one adult from each household is permitted to enter the school site with pupils.

At the end of the session, 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?

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.

Your child must arrive promptly between 9:05am and 9:10am

What time should I collect my 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.

Your child must be collected promptly between 11:10am and 11:15am (unless already in school that day)

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 session?

Willow classroom will be the base. There will be welcoming and familiar members of staff at the gate to welcome children and to direct them to their base.

What are the arrangements for drinking water?

Drinking water will always be available. Water will be provided in sterilised beakers. 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 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 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 NAMED drinks bottle if required and a snack.

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

Your child must not bring anything else to school.

Everything 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 may be moving between outside and inside so will benefit from wearing layers. Please provide a waterproof jacket and/or apply suncream.

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.

- Check which items of uniform and shoes/trainers still fit and have them clean and ready to wear.
- Remind your child not to take anything into school (other than snack and a drinks bottle if required).
- Make sure you are punctual for your time slot. 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 session 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 Getting to Know You session at school because s/he is in Blossom and will be moving into Willow soon. 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 again soon.

Yours sincerely

Mrs Chapman