22nd May 2020

Dear Parents/Carers of a Year 4 Key Worker child,

**Closure Provision for Key Workers at Russell Lower School**

Firstly, to all of you who have been using Closure Provision since the 23rd March, thank you for the enormous amount of support you have shown to us all. We have really appreciated the teamwork between us all to work together in very challenging circumstances – thank you!

**Closure Provision next week (Half Term – Tuesday 26th – Friday 29th May)**

If your child is booked into closure provision next week, please note two key changes:

1. Unfortunately, the kitchen in closed as it is officially half term. Please could you **provide your child(ren) with a packed lunch** in addition to the usual healthy snack and water bottle? Thank you.
2. We are not open on Monday 25th May – Bank Holiday Monday
3. Provision next week remains the same, 9-3:30pm, drop off at the main hall

**Information about Key Worker Provision from 1st June 2020 (assuming school reopens to FS and Y1 as the government plans)**

As you will know, the government **hopes** to allow schools to welcome back children in Reception (Foundation Stage – Doves, Swans and Swifts) and in Year 1 (Owls, Wrens and Puffins) from 1st June. This means that there will no longer be a ‘closure provision’ for children in FS or Year 1, they will, in effect, go back to school.

Our Key worker provision from the 1st June will, therefore, only be for children in Year 2, Year 3 and Year 4. This is so we can create exclusive ‘bubbles’ that children do not move in and out of as I described in my letter to all parents yesterday. To get a full picture of school from 1st June, please read this letter in conjunction with ‘Keeping in touch – 8’ sent out on 21st May.

With FS and Year 1 children back in school in ‘bubbles’ of no more than 15, we are using twice the amount of space and staff as usual. Therefore 12 out of 15 classrooms are already fully utilised. This leaves us 3 classes for closure provision, each can take a maximum of 15 children. When we reach this limit we will be unable to take any more children, even if you are a key worker. I am very sorry that this may be the case, but government rules are very clear. Of course, we will let you know as soon as possible if this affects you. There is a form at the end of this letter to request places in the Key Worker provision. Rest assured, as I write this letter (22/5), there are enough places for everyone who has already expressed an interest.

New government guidance (as described in yesterday’s letter) comes in from the 1st of June, so we will be making some changes as there will now be up to 225 children (and parents etc.) back on the school site. This will be necessary to comply with the new guidance and I apologise, but these changes are unavoidable.

**What are the changes and key points from the 1st June?**

* Key worker children will be in year group bubbles in allocated classrooms with consistent adults. This will change where you need to drop off and collect your child(ren). See below
* We have had to stagger the start and finish times of the day to avoid groups of children and parents forming. This will possibly change the time you need to drop off and collect your child(ren). See below
* We request that the children now attend in school uniform rather than their own clothes, and that children have freshly washed clothes on each day to reduce the risk of infection still further
* The provision will be provided by teachers and will have an increased focus on learning
* Your child will only need the following things with them on a daily basis: a coat (if required), a hat (if required), sun cream (if required), a named water bottle filled with water, a healthy snack and a home packed lunch (if not having a school dinner)
* We will continue providing a choice of school dinner (school packed lunch or hot jacket potato with a variety of fillings), including a pudding, or children can bring in their own packed lunch on a daily basis. As before, these school meals will be charged for using Parent Pay, if you normally pay for them and can be ordered on a daily basis each morning by your child in class
* Your child will need their normal PE kit to be brought in on the first day and left in school for use all half term. We will avoid sending it back and forth between home and school to avoid cross-infection
* Your child will not be required to bring their reading book and diary into school (for the same reason). We will provide children with a reading book for their sole use. When books are exchanged in school, they will be left for at least 3 days to ensure any book given to your child is ‘clean’. Please do carry on reading with your child for about 10 minutes every day at home. This is still essential to their learning and development
* Children will be expected to respect not only the usual school rules, but also the rules around handwashing, personal hygiene, social distancing, staying in specified zones etc. We know almost all children will be fully respectful, but will ensure that any child who does not respect the rules will be isolated and sent home. It simply isn’t fair, or safe, for other children, staff and families.
* If your child is showing any symptoms of Covid19 at all (temperature, new, continuous cough, loss of taste and/or smell) please do not send them into school. All children over the age of 5 are entitled to be tested now, so we would ask you do this and inform us of the results at your earliest convenience. If your child begins to display any symptoms at school, or feels unwell in any way, we will isolate them in the medical room and then send the children home as a precaution, and to protect others. If we have a confirmed case of Covid 19 in your child’s bubble, or in school, we will inform you as the remainder of the bubble will need to self-isolate for 14 days, in line with PHE guidance. In addition, we may need to close down part, or all, of the school and carry out deep cleaning. At all times we will be following DfE and PHE (Public Health England advice)
* If we have significant numbers of staff who display any symptoms at all, they will also have to stay away from school. This may mean that we have to ‘close’ a bubble for a number of days. This may be at very short notice and we apologise in advance should this ever be the case

We are acutely aware that this will be a worrying and stressful time for everyone. We will do everything we can to support the children at this time of change. We are planning specifically to support children with their wellbeing as they reintegrate back to school, and have staff on standby to deal with any additional emotional issues that arise. For example, our Pastoral Support team will be available, each class will have daily mindfulness and a PSHRE (Personal, Social, Health and Relationships Education)/Circle Time ‘types’ of lesson, there will be ‘emotion cards’ through which children can show adults how they are feeling through the day and there will be a ‘worry box’ too. Lessons will be shorter with frequent breaks and built in rewards to ensure their bubbles are happy and positive. Mornings will focus more on Maths, phonics/spelling and English, with the afternoons including activities around Science, history, art, PE, music etc. We will make sure there is plenty of fun and games too!

**What can I do to help?**

* Get your child back into a good sleep routine if they are out of it
* Make sure your child has what they need for the day (see above)
* Make sure you are familiar with start times/finish times, routes into school etc. (detailed below) and stick to these please
* Be really punctual – not arriving either early or late. This will enable the best social distancing opportunities between adults arriving/leaving the site
* Only send one adult into school to drop off/collect children
* Not linger on site to chat to other parents or play on equipment. The equipment will have been cleaned ready for the next day and this could contaminate it again. Please leave the site immediately
* Do not try to speak with the teachers at drop off or collection times as this will cause delays and social distancing issues. Please call the school office (01525 755664) or email in instead (either office@ or class@ email addresses). We can pass messages on quickly
* Some queuing will be inevitable; please observe the 2m rule of social distancing
* Go through the ‘advice for parents on return’ leaflets attached with this letter
* Complete and return the RAG rating questionnaire ‘How closure affected us’ sent with this letter. This is not compulsory, but will help us understand and meet the needs of your child and family.

**Answers to key questions**

|  |  |
| --- | --- |
| **What bubble am I in?** | Woodpecker bubble (Year 4 Key Worker Provision) |
| **Who else is with me?** | Other Year 4 Key Worker children |
| **What teacher will I have?** | Miss Rawlings |
| **What classroom am I in?** | Woodpecker Class (KS2 playground) |
| **What gate should we come into school through?** | Field Gate (A&F Motors end) |
| **Where should I meet my teacher to be dropped off and collected?** | Woodpecker classroom door, third one off of the KS2 playground – right hand side |
| **What time should I be dropped off?** | 9am |
| **What time should I be picked up if I am doing a whole day?** | 3:30pm |
| **What time should I be dropped off if I am doing an afternoon only?**  **What time should I be collected if I am doing a morning only?** | 1:15pm (after eating lunch at home)  12:15pm from the office |
| **How can my grown-ups contact my teacher directly?**  **How else can they get in touch?** | woodpeckerclass@russell-lower.co.uk  [office@russell-lower.co.uk](mailto:office@russell-lower.co.uk)  01525 755664 |
| **What should I bring every day?** | A coat (if required)  A hat (if required)  Sun cream (if required)  A named water bottle filled with water A healthy snack  A home packed lunch (if not having a school dinner)  PE kit (first day only) |
| **What should I leave at home?** | Reading books  Reading diary  Any other bags |
| **What should I wear?** | A clean, normal school uniform |

**Further questions?**

We are aware that we have sent out a great deal of very detailed information over the last few days and you may well be feeling overwhelmed. You wouldn’t be alone! Even though we have tried to cover everything, we are aware we may have forgotten something or missed an opportunity to clarify an arrangement. Please do not hesitate to get in touch if you have a question or query, but please be aware that planning this has been incredibly complex and we are unable to make further changes/swaps/adjustments to start and finish times, bubbles etc. I am sorry, but we must be fair to everyone.

More information for parents can be found at:

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

I am sorry.  I know what a headache this has been for us to arrange to comply with the safety guidance and therefore, what problems this will cause for parents. I can only apologise.

Thank you for your continued support, understanding and patience at what continues to be, a very challenging and stressful time. I really do appreciate us all working together.

Obviously, if there is a further announcement from the government which changes any of these arrangements, we will get in touch with you as soon as possible.

Stay safe and well and have a great half term holiday.

Many thanks and kind regards,

**Nicki Walker**

**Headteacher**

**KEY WORKER BOOKING FORM – PLEASE RETURN ASAP TO office@russell-lower.co.uk**

As before, we will be continuing to request that parents sign up in advance for the sessions they want to ‘book’ their children in for. In addition, we will expect children to be in for ‘registration’ for that session i.e. the morning or afternoon start time, and then be in for the whole session.

Please complete the following tables to let us know the provision required for the next 4 weeks. We understand that your plans may change, and would ask you to email school ([office@russell-lower.co.uk](mailto:office@russell-lower.co.uk)) **at least by 12 noon the day before** if you need to change the provision. We will follow up all absence as usual to check your child is safe. Please also complete this form and return it EVEN IF YOU BELIEVE WE ALREADY KNOW ABOUT YOUR NEEDS i.e. you may have already emailed the office.

**Child(ren)’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child(ren)’s Class:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Week Commencing 1st June** – please cross **X** one session only to indicate session **you will need** to use the provision for (ticks are too hard electronically!):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday  1st | Tuesday  2nd | Wednesday  3rd | Thursday  4th | Friday  5th |
| **AM only**  9 – 12:15 |  |  |  |  |  |
| **PM only**  1:15 – 3:30 pm |  |  |  |  |  |
| **All Day**  9 – 3:30pm |  |  |  |  |  |

**Week Commencing 8th June** – please cross one session only:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday  8th | Tuesday  9th | Wednesday  10th | Thursday  11th | Friday  12th |
| **AM only**  9 – 12:15 noon |  |  |  |  |  |
| **PM only**  1:15 – 3:30 pm |  |  |  |  |  |
| **All Day**  9 – 3:30pm |  |  |  |  |  |

**Week Commencing 15th June** – please cross **X** one session only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday  15th | Tuesday  16th | Wednesday  17th | Thursday  18th | Friday  19th |
| **AM only**  9 – 12:15 |  |  |  |  |  |
| **PM only**  1:15 – 3:30 pm |  |  |  |  |  |
| **All Day**  9 – 3:30pm |  |  |  |  |  |

**Week Commencing 22nd June** – please cross one session only:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday  22nd | Tuesday  23rd | Wednesday  24th | Thursday  25th | Friday  26th |
| **AM only**  9 – 12:15 noon |  |  |  |  |  |
| **PM only**  1:15 – 3:30 pm |  |  |  |  |  |
| **All Day**  9 – 3:30pm |  |  |  |  |  |

**Please return this booking letter (completed) to** [**office@russell-lower.co.uk**](mailto:office@russell-lower.co.uk) **as soon as you are able.**

We will provide further ‘booking’ sheets in a couple of weeks’ time, should we still be unable to welcome your child’s year group back to school. Thank you.