



27th August 2020

Dear Parents and Carers,

I hope you have all had a good summer holiday and a chance to enjoy some of the lovely sunshine with your children. We have been continuing our preparations to welcome all the children back in September and thought it would be helpful to do 3 things at this point. Firstly, we want to provide you with a reminder and reassurance of some of the key measures and new systems that will be in place in September to keep everyone safe. These are detailed below. Secondly, we want to provide you with some information on the curriculum and learning for the Autumn term. Finally, we would like to ask you to provide some information regarding your child/ren that can be completed and returned to us electronically and will support us in settling your child back into school as smoothly as possible.

(1) September Systems and procedures

The term will start for years 1 to 6 with our 2 **transition mornings on the 3rd and 4th September** with half the class attending each day. This will ensure that we can support each child individually to have a positive first morning back at school and help them to understand the new school expectations.

Children with surnames starting with letter **A to K** to attend on the morning of **Thursday 3rd September**.
Children with surnames starting with letter **L to Z** to attend on the morning of **Friday 4th September**.

On these mornings please use the gate and time detailed in the table below for arrival at school. If your child starts at 8:45am please collect them from the same entrance at 12:15 pm. If your child starts at 9:00 am please collect them at 12:30pm on this day. The children will still need a packed lunch (either from school or home) on this morning so that we can run through all the lunch systems in school. Thank you.

All children from Year 1 upwards will then attend full time from Monday 7th September. Drop off and pick up points are as follows:

Year Group	Drop off/Collection point	Drop off time	Pick up time
Nursery (30 hours)	Gate into Nursery playground from footpath	8:30 am	2:30 pm 3:30 pm
Nursery (morning)	Gate into Nursery playground from footpath	8:30 am	11:30 am
Nursery (afternoon)	Gate into Nursery playground from footpath	12:30pm	3:30 pm
Reception	Pedestrian side entrance to Reception class door	8.45 am	3:10 pm
Year 1	Pedestrian side entrance to large black gate near pond – then through to Year 1 classroom door near climbing wall	8:45 am	3:10 pm
Year 2	Dining room door off main car park	9:00 am	3:20 pm
Year 3	Pedestrian side entrance to small gate near pond	9:00 am	3:20 pm
Year 4	Door to the far right of main entrance – on	9:00 am	3:20 pm

	the right of the Year 4 classroom		
Year 5	Pedestrian side entrance to large black gate near pond	9:00 am	3:20 pm
Year 6	Door to the right of main entrance – between Year 4 and 6 classrooms	8:45 am	3:10 pm

We ask that families only send one adult to drop/collect your child and that you wait at a safe distance from other parents/carers in the line. Each child will be shown into the school one at a time and directed to the nearest sink to wash their hands. Our staff will still be there with a friendly smile to welcome them in. We will need you to be very prompt in dropping off and picking up to avoid the children from bubbles interacting and to limit parents at each door at any one time. Once you have dropped off or collected your children we ask you to then vacate the site promptly to avoid too many parents in any one area. The back school gate onto the field will remain closed and cannot be used to access the school site. We also cannot have children arriving late and trying to access school via the front door. Thank you.

Different arrangements for transition into Nursery and Reception have been sent out to those classes.

Please note that school now finishes early on a Friday afternoon and not a Thursday as previously. This is to enable a deep clean at the end of each week. Friday pick up times will be 2:20 pm for those starting at 8:45 am and 2:30pm for those classes starting at 9:00 am.

Please do contact us if you can see that drop off arrangements will be difficult for you and we can try to work out a solution.

Breakfast and after school club provision will start from Monday 7th September.

Please also note:

- Children will be taught in discrete class sized 'bubbles'
- Each bubble will keep away from other bubbles and as far as possible use its own facilities e.g. to wash hands, to learn in, to eat in, when playing outside
- Each bubble will have its own set of equipment and resources including a first aid kit.
- Staff and children will be washing their hands frequently and using hand sanitiser
- We will ensure good respiratory hygiene by teaching children to 'catch it, bin it, kill it'.
- There will be regular cleaning of frequently touched surfaces
- There will be no school assemblies in the hall but assembly will take place within class bubbles
- Lunchtime and other after school activities will not commence immediately
- We will not have any parent/carer volunteers in school for the first few weeks although professional support services for individual children will be provided
- The school office will not be accessible in person, but it will be staffed so you will be able to phone or email
- Markings showing safe distancing will be placed in various places around the school and at drop off points
- Where possible internal doors will be propped open to reduce the need to touch door handles.
- Anyone with COVID-19 symptoms must not come to school (high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.)
- If anyone develops symptoms of COVID-19 while at school they (and any siblings) will be sent home and asked to be tested as soon as possible. We will inform you if this happens within your child's class. If the test is positive, we will then follow guidance to ensure all close contacts are then asked to self-isolate

- Children should be kept off school if they are unwell due to other illnesses
- We will not be requiring staff and pupils to wear face masks as the DfE are clear that these are not required in educational settings for under 12s. If a child however becomes ill with symptoms of COVID and requires personal care, a fluid resistant face mask, gloves and apron will be worn by the member of staff providing that care. Staff will have the option of wearing a visor if they choose to do so.

It will be **packed lunches only** for the first few weeks and then we will review this decision. These can be provided by school and will be free of charge for Reception, Year 1 and 2 and for any children entitled to free school meals. Alternatively, your child can bring in a packed lunch from home, ideally in a bag or box that can be wiped down. Please can we remind you that we are a nut free school and that no items containing nuts should be included in packed lunches. The weekly menu is on the website.

Uniform will be compulsory again from September. We want to make the school experience as 'normal' as possible and are asking that all children return to school in full school uniform including appropriate footwear (<https://www.camp.herts.sch.uk/uniform/>). We ask that parents/carers wash this uniform as regularly as possible.

We also request that:

- For children in Nursery and Reception we do ask for a named pair of wellies to be left at school please.
- Every child should also have a named water bottle in school each day that will be sent home to be cleaned daily.
- We must say no to any toys from home in order to limit the chance of possible cross-contamination.
- Please do not bring in large school bags as there is not space to store these. Children will not be bringing lots of items to and from school. We plan to start issuing reading books again from September so a book bag is ideal or a small carrier/washable bag to carry a book is all that is needed. Please do not bring any footballs into school.
- It is advised that PE is delivered outdoors where possible therefore all children will need a PE kit that is suitable for outside PE sessions for the Autumn term. This will include the usual shorts and PE top plus a navy or black long sleeved top/hoody and trainers. The trainers will also be used for the daily mile.
- All children have a rain coat in school every day as they will be having time outside daily. We are very lucky to have large and beautiful outdoor spaces and we know that being outside mitigates the risk of transmission significantly so we will certainly make the most of this. However, there will be certain rules such as no contact sports like football.

(2) Curriculum information

We have been very aware, as we've been planning for the children's return in September, that we do not know exactly how each and every child will return. What we do know is that, despite all the safety measures, we will aim for school to be as 'normal' as possible and that we will have in place various levels of support according to individual need. When the children return, initially, our focus will be on the children's well-being and settling them back into the routines and relationships within school. During the first two weeks, we will have a whole school focus using the book 'Here we are' by Oliver Jeffers to help children settle back into their place in their class and at their school. This book will be used as a starting point and each year group will take it in different directions according to the age and needs of their children on their return.

Teachers will need to re-assess where the children are in their learning as part of their everyday classroom experience. This is not unusual for teachers and is part of their everyday 'Quality First

Teaching' but we are aware that there may be a large degree of change from where the children were in March to where they are now emotionally, socially and academically. Some will have progressed a great deal having enjoyed much 1:1 support with home learning and others will have regressed having completed little home learning and/or having experienced challenging circumstances.

The 'Herts for Learning' education team have been working very hard to produce a suite of resources for Key Stage 1 & 2 that have mapped and merged the summer term's objectives with the next academic year's autumn and spring term objectives to ensure coverage of the curriculum over this period of time. We will be using these resources and planning documents to ensure coverage of the curriculum for the children.

Our plan is to also use Google Classroom for the setting of and submission of the majority of Home Learning from September. This way we can be confident that should we be forced into another lockdown we have a system in place that we know all our families, staff and children are confident in using to support their learning.

(3) Request for details from home

Usually after any period of absence from school you would catch the class teacher to provide them with an update on how your child is. However, this is just not possible in person at this point so we have put together a short survey that we would like to ask parents/carers to complete for every child. The information you provide us with will be vital in order for us to best support each child as they return to school. You will also be able to use this survey to advise us of practical information such as whether you will be having school packed lunches and to ask any further questions.

The link to the survey is enclosed in the covering email and I urge you to **complete it by next Wednesday 2nd September**.

Finally, please can we ask all of our families to continue to follow the **Government's guidance** on ways to minimise the risk of infection when not in school. This includes social distancing at all times, wearing a face covering in settings where it is required, and keeping the number of people that meet to the agreed limits, both when indoors or outside. These measures have been put in place for everyone's health and safety and it will be really important that families have not taken risks outside of school hours that increase the risk of the virus coming into school. We will have the same expectation of our staff in this regard.

I know there is a lot of information included in this letter but we wanted to provide you with all the detail we can at this point. This will then allow you to talk through with your child positively about what school will be like in September.

We look forward to welcoming you back next week.
Best wishes

Sharon Barton
Head Teacher