



Monday 17th August 2020

Dear Parent/Carers

We are delighted to be welcoming all pupils back to Latimer from the 1st September.

You will appreciate that we have had to make a number of adjustments in order to welcome all pupils back under the current government guidance, and we therefore ask that you read this information and discuss it with your child in advance so they are prepared for the changes ahead.

We have trialled many of the systems outlined in this letter during the summer term with keyworker children, EYFS and Years 1 & 6 and found them to be very effective. However, the numbers involved with the whole school returning on 1st September are much greater and therefore we will closely monitor the situation over the first few days and promptly make any adjustments which may be required.

Please note that the information sent to you today is subject to change in the event of any local or national changes to government guidance. Staff are working hard to prepare to the school over the next 2 weeks and we will keep parents informed of any changes as soon as possible.

This letter provides the following information:

1. Key information for your child's class
2. What measures has the school taken to ensure safety?
3. Staggered start and finish times to the school day
4. Drop-off and collection
5. Staggered breaktimes
6. Lunchtime arrangements
7. School Uniform
8. Hand Hygiene
9. What can my child expect in the first week?
10. The autumn term ahead
11. After School and Breakfast Club
12. Walking Bus service
13. What if I have any other questions?
14. What will my child need for school?

We have also sent a leaflet outlining important information about what to do in the event you or your family come into contact with COVID-19 or develop any symptoms. Please read this carefully and share with all adults who are involved in the care of your child/children.

We thank you in advance for your support and patience as we take the next steps towards resuming some much-needed normality in these unusual and changing times.

Yours sincerely

Mrs Moran & Mrs Cooke

Headteachers

1. Key information for your child's class:

CLASS	TEACHER	CLASSROOM LOCATION	START TIME	FINISH TIME
Class AE [Year 4]	Mrs Elliott	Miss Jefferey's classroom last year	8:45am	3:15pm

2. What measures has the school taken to ensure safety?

The school has carried out thorough risk assessments and site preparations in order for the government's latest advice to be followed. All staff will be briefed over the 'teacher days' in how to maintain the safety requirements such as social distancing, cleaning schedules and hygiene routines when all pupils return. In addition, governors will consider the risk assessment as part of their monitoring duties of the school. We are also working with Leicestershire Local Authority and other local schools to closely monitor the situation.

The site has been thoroughly cleaned during the summer holiday period and we have increased the daily cleaning programme across the school. Extra cloakroom facilities are being added to some areas of the school and the organisation of classrooms and the dining hall have been changed so that class groups can be kept apart.

Each class will operate as a 'bubble' so that in the event of any suspected or confirmed cases of COVID-19, we are able to limit the number of pupils and staff affected. Due to the nature of the shared area facilities in EYFS, this bubble will be larger and consist of the 2 classes.

Classrooms have been set up in rows so that desks are forward-facing and provisions are being made for all pupils to have their own equipment. Some resources which cannot be easily cleaned in-between uses have been removed from classrooms. Pupils will be allowed to go to the toilet throughout the day, using a number-limited system so that social distancing is maintained. Pupils will also be encouraged to observe social distancing where possible.

3. Staggered start and finish times to the school day

In order to keep the class bubbles separate throughout the day we will be introducing staggered start and finish times. This will also help us to limit the number of adults on site and the crowding on Latimer street, in order for social distancing to be better maintained at these peak times. Please see above for your child's start and finish time.

If you have more than one child at the school, please bring your children in for the earliest start time you have been given. You do not have to wait until the specified time slots for later drop-offs in this case, as this will allow you to leave the site more quickly. The same applies at home time.

For example: I have 3 children at the school, one starts at 8:30, one starts at 8:45 and one starts at 9:00 am – do I have to wait around for half an hour?

Answer: No. Bring them all in for 8:30 and drop off in the most logical order for you. Younger children will need to be dropped off by an adult at the area indicated in this letter. Many of our older children are able to find their own classrooms once they are on the school site.

At home time, go to the 3pm finish first and then head straight to the 3:15pm finish. In the event you have 2 children finishing at 3:15pm, we suggest you collect the youngest child first.

For example: I have 2 children at the school, one starts at 8:45 and the other 9:00. Can I bring them both in for 8:30 though?

Answer: No, please arrive for 8:45. We have staggered classes to ease traffic build-up and bottle-necks in key places across the site. We also have to keep class bubbles separate in the cloakroom areas, hence the need for 15-minute gaps between some of the classes.

Teachers will be ready to greet children upon arrival and there will be school staff outside to assist if you need any help or directions.

4. Drop-off and collection

Please enter the site through the entrance detailed below and head straight to your child's classroom for drop-offs and pick-ups.



Enter site via small carpark gates



Enter building by the steps indicated.
Queue 2m apart if necessary

Parents on site must follow similar principles to those observed in supermarkets to ensure social distancing can be maintained:

- **Only one parent or carer should bring your child to school**; this will help to reduce the number of people on the school site.
- Where possible, please do not bring babies and toddlers onto the site as reducing the number of pushchairs will greatly help in maintaining social distancing on pathways and in waiting areas.
- **Adults should maintain social distancing in the directed areas** and please be patient: drop-offs and collection may take a while longer than usual.

- **Adults will not be allowed into the school buildings without prior appointment** and teachers will not have time to discuss individual needs in the morning as they will be required to closely supervise the arrival of pupils and handwashing. If you need to speak to a member of staff please phone or email the school office to arrange for a call-back.
- **We ask that adults leave the site promptly and do not congregate in areas to socialise.** School gates will need locking promptly to ensure site security as usual.
- We encourage all families to walk to school where possible. As always, we ask that adults **do not park or drop-off on Latimer Street** for the safety of our pupils, Lilliput Nursery and Martin Court. This ensures emergency services can access these buildings at peak times, and will also help with social distancing.

5. Staggered breaktimes

We will also be staggering breaktimes for outdoor play to keep the bubbles separate. Each class will have a morning and afternoon break time for outdoor play (weather permitting).

Pupils will be allowed a break-time fruit snack during their morning break. Fruit will continue to be provided for pupils in EYFS and Year 1 & Year 2 as usual, but all pupils are welcome to bring their own choice of fruit snack in each day.

6. Lunchtime arrangements

We are working with the Leicestershire School Food Support Service to try and resume the normal school lunch options as soon as possible. At the start of term, a simplified menu of hot/cold options will be offered. This will be reviewed once all children are back into their full day routines. We will send out updated menu options to families as they become available.

Pupils will be able to swap between packed lunches and school lunches on different days as before. If you pay for school lunches, this will be done in the usual way through the school gateway.

In order to keep class bubbles separate during lunch times we will have the following arrangements in place:

EYFS	<ul style="list-style-type: none"> • Pupils can choose from a free school meal or can bring in a packed lunch from home. • Pupils will eat lunch in their classroom where staff members can support them with getting used to new routines.
YEARS 1 & 2	<ul style="list-style-type: none"> • Pupils can choose from a free school meal or can bring in a packed lunch from home. • Pupils will eat lunch in the school hall; each class will be given a 30 minute staggered session.
YEARS 3 & 4	<ul style="list-style-type: none"> • Pupils can pay for a school meal or can bring in a packed lunch from home. Your child may be entitled to a free school meal if you are in receipt of certain benefits or your circumstances have changed recently – please contact the school office for more information. • Pupils will eat lunch in the school hall; each class will be given a 30 minute staggered session.
YEAR 5 & 6	<ul style="list-style-type: none"> • Pupils can pay for a school meal or can bring in a packed lunch from home. Your child may be entitled to a free school meal if you are in receipt of certain

	<p>benefits or your circumstances have changed recently – please contact the school office for more information.</p> <ul style="list-style-type: none"> • We intend for all pupils to eat lunch in their classrooms together initially, whether they have a school lunch or a packed lunch.
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School meals are planned to be nutritional and age-appropriate portions. They include a main meal and a pudding. If you are sending your child to school with a packed-lunch, please ensure they have similar. We recommend a sandwich (or equivalent) and a few other items such as: yoghurt, fruit, cereal bar. For more inspiration please see:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Please note, we are a nut-free school and please do not include any items which your child may struggle to open by themselves – usual suspects are bananas, tangerines, and plastic wrapping (straws for drink, tube style yoghurts, wrapped cheeses etc).

It would be very helpful if you could support your child over the next few weeks in practising eating their lunch independently within 15-20 minutes.



7. School Uniform

All pupils should wear full school uniform:

- White or blue shirt or polo shirt
- Grey or black trousers/shorts/skirt/dress
- White, black or grey socks
- Sensible black shoes
- Royal blue cardigan, jumper or fleece

Please ensure all uniform items are labelled clearly with your child's name.

For PE pupils are required to have: a white t-shirt, black shorts or tracksuit bottoms, trainers.

If your child's shoes have laces, please ensure they can tie the laces without adult support.

8. Hand Hygiene

Hand hygiene is an important part of our plans for re-opening. Pupils will be asked to wash their hands upon entering the school building in the morning and then routines will be in place for hand washing before eating break time and lunchtime snacks, with sinks being cleaned down in between each class using them.

We will also ask children to use hand sanitiser after eating and at the end of the day. Each classroom has its own allocated sink and pupils will be given age-appropriate lessons and regular reminders about maintaining good hygiene.

Please support your child in regular, thorough handwashing at home.

9. What can my child expect during the first week?

The teachers will be welcoming the children back and spend time explaining the new rules and routines that are in place in age-appropriate ways. We have updated our behaviour and safeguarding policies to reflect the new health & safety routines and will share regular reminders with children about this.

We recognise that pupils have had a long time away from school and may be feeling anxious or need extra support with settling in to the new school year. In the first few weeks our staff will focus on establishing routines, reassuring pupils, providing mental health & well-being support and assessing any gaps in learning which pupils may need help with over this academic year.

10. The Autumn Term ahead

For safety reasons we will have to make some changes to our usual routines and termly events. Singing and large gatherings are not permitted under the current guidance and therefore we anticipate assemblies, school discos, school plays and events such as the 'Winter Festival' will not be able to go ahead this term.

We are making plans for socially-distanced parents evenings to still take place before October half term so we can discuss how your child has settled back into school and provide any support that might be required.

Staff are incredibly busy at the moment and working within limitations and guidance which is regularly being updated. Over the autumn term it is likely that we will have to make further changes and adjustments based on government advice and therefore we ask that parents continue to show patience and understanding. Please be assured that the health & safety of your families and our staff is our main concern at this time.

11. After School and Breakfast Club

We aim to have After School and Breakfast Club running by Monday 15th September. Further details will be made available as soon as possible.

12. Walking Bus Service

We are looking into how this service can be safely resumed and will again provide further information as soon as we are able.

13. What if I have any other questions?

Latimer staff will be in school to prepare the site and complete necessary training from Monday 24th to Friday 28th August. The school office will be open from 9:30 am until 3 pm every day that week and can assist with your queries via telephone or email. Please do not come to school to talk to staff unless you have a pre-arranged appointment:

Telephone: 0116 2362138

Email: office@latimer.leics.sch.uk

PLEASE BE REMINDED THAT SCHOOL OPENS FOR CHILDREN ON TUESDAY 1ST SEPTEMBER. We ask that families try to deal with any questions you might have via the school office the week before the pupils return, to try and make the start of term as smooth as possible.

14. What will my child need for school?

Your child will need the following:

TO KEEP IN SCHOOL

- PE Kit in a named bag.
- Pencil case (see below for further info).
- Any medication required (epi-pens, inhalers, etc). Please ensure all medicines are in date and call the school office to arrange for this to be dropped off. We will need you to complete medical forms and we store medicines securely away from the classroom areas.
- Younger pupils may want a spare change of clothes in case of accidents.

BRING IN & TAKE HOME EACH DAY

- Water bottle
- Fruit snack for break time
- Packed lunch (unless having hot dinner)
- Book bag (or similar) to carry reading books, letters and homework in.
- Sun hat & sun cream (in event of hot weather).
- Coat (for cold/wet weather).

PENCIL CASES

Due to increased health & safety measures we are asking that pupils bring their own named pencil case to school this term with a selection of coloured pencils and coloured felt-tip pens if possible. School will provide writing pens and pencils, rubbers, scissors and rulers for pupils to keep in their own pencil case. This will really help us to limit the sharing of resources and keep better hygiene measures in place. School will provide pencil cases with coloured pencils and felt tips for any pupils who do not have their own.

Please ensure items are labelled clearly with your child's name.

Please do not allow your child to bring any toys from home. We have to limit the use of toys and resources on site under the current guidance and Latimer cannot be held responsible for any toys which get lost or broken.