



www.swanlandschool.co.uk

2nd September 2020

ARRANGEMENTS FOR SEPTEMBER – NEW RECEPTION CHILDREN

Dear Parent/Carer

We are looking forward to welcoming the new Reception children to Swanland Primary School in September. You will have received a letter detailing which days your child will attend for their transition sessions and when their official start date will be. Below are further details regarding arrangements that have been put in place, bearing in mind Government guidelines relating to Coronavirus. This letter was sent before the summer holiday but we wanted to send it again to ensure everyone is aware of the arrangements in place.

Staggered Start and Finish Times

From 7th September, until further notice, we will be operating a staggered start and finish time for the whole school. This is for two reasons; to alleviate the number of adults on the playground at these times and to reduce the number of children using the cloakrooms at any one time; particularly the start and end of the school day. We ask that parents/carers and children stick to their timings closely and do not come early or late in order that this system runs smoothly. When children arrive in the morning, they should come straight into their classroom; a member of staff will meet the younger children on the door. We will not be asking children to line up and parents should not gather at any time and, instead, keep things moving. Once your child has been dropped off, please leave the school site as soon as possible.

At the end of the day, Reception children will be handed over to parents/carers at the Reception play areas gate.

We have split each year group into Group A and Group B for drop off and pick up. If you have more than one child and one is in Group A and one is in Group B, please use the Group A timings. At pick up, please do not arrive early to pick up your child and, once you have collected them, please leave the playground so that the rest of the parents/carers are able to pick up their children.

You can enter the school through the front gate on Tranby Lane to the right of school (as you look at the building) and the back gate near the Village Hall. These will be open on the children's half day transition sessions too. We will no longer be able to put in place a one-way system so please do give way to people coming through the gates. We are unable to allow access via the path next to the astro-turf as the ramp outside the mobile is too small for two-way access and the Year 1, 2 and 5 children will need to use this to get to the playground. The wide vehicular gate at the back of school, next to the Village Hall, will be open and we are happy for people to walk across the field in order to be able to socially distance. (NB We may need to review this system after the first few days.)

NB School newsletters, school news and events calendar can be found on the website:

www.swanlandschool.co.uk

The groups are as follows:

Group	Classes	Drop Off	Pick up
A	RCM 1RP 2EE/ND 3SP/SM 4KC 5RC 6AN/JS	8.45 am–8.55 am	3.15 pm
B	RHM 1EJ 2JP 3GW 4MR 5DR 6KG	9.00 am–9.10 am	3.30 pm

As you can see, the length of the school day is a little shorter, however, we have also reduced the amount of time at lunch time, in order to ensure that all children can have a safe breaktime in their 'bubble'. The amount of teaching time will not be reduced and we will continue to ensure that the children get lots of outdoor play and exercise throughout the day.

Late Arrival/Early Collection

If you arrive late at school in the morning, please bring your child to the front entrance door on Tranby Lane, where you will be met by a member of office staff, who will take your child to the classroom. Similarly, if you need to collect your child early from school for an appointment, for example, please come to the front door and a member of staff will bring your child out to you.

Bubbles

As with many schools, and in line with Government guidelines, we will continue to operate a 'bubble' system. The bubbles will be class-sized bubbles. We will encourage the children to wash hands regularly, however, it will not be possible within the bubble to continue to socially distance between children.

Staff may operate across more than one bubble but, where possible, will socially distance from the children. We have risk assessed those children, or groups of children, that it will not be possible for staff to socially distance from and have put provision in place to ensure that these staff do not have close contact with children from more than one bubble. For example, if a staff member works in Reception, it will not be possible to socially distance from these children but, if that staff member needs to work with children from another bubble, they will ensure social distancing is in place.

Children will need to use the same toilets as children from other bubbles but, as we have in the past months, we will ensure that the children socially distance and, where possible, children from more than one bubble do not enter the room at the same time. There will be regular reminders about handwashing and regular cleaning will take place through the day.

Equipment

Any equipment used between bubbles will be cleaned between use or 'quarantined' for 72 hours.

Children will need their PE kit from the beginning of term. Where possible, PE will take place outside so please ensure children have suitable trainers and a dark coloured sweatshirt as well as their usual PE kit.

Lunch Times

At lunch time, we will be offering a hot meal and a jacket potato option (please see the menu on the school website at: https://swanlandeducationtrust.co.uk/uploads/files/Menu_Sep20-Feb21.pdf). We will have staggered times for lunches with whole year groups eating their lunch in one of the two halls at the same time. Whilst this will mean that there are two classes using the hall at the same time, we will have at least two metres between the tables for each of the class bubbles. Lunch breaks will be staggered, so if you wish to take your child home for their lunch, you will need to check weekly what time your child's class will break for lunch.

NB School newsletters, school news and events calendar can be found on the website:

www.swanlandschool.co.uk

Meet and Greet Session and Parents' Evening

This year we will be unable to arrange face-to-face meet and greet sessions with parents but are putting in place arrangements for an alternative provision. Additionally, we plan to arrange the Autumn Parents' Evening over Microsoft Teams during November.

Absence Reporting

The guidance issued to us from Public Health England and the Department for Education continues to be updated regularly. Autumn Term is traditionally a time when children in primary schools get a lot of coughs and colds and, in the current climate, this will mean we have to be extra vigilant to signs and symptoms of Covid 19. If your child shows any symptoms of Covid 19 at school, they will be taken into our Medical Room and looked after there until a parent or carer can pick them up. If your child displays symptoms whilst at home, please inform us as soon as possible. In either event, we ask that you arrange a test and inform us of the results as soon as possible. After a positive test, a child would need to then self-isolate for a number of days (to be confirmed by Public Health England at that time) and we would follow Public Health England and NHS advice regarding what the rest of the bubble would need to do. You may report an absence by telephoning the School Office (01482 631300) and pressing 1 to record an absence or by phoning the School Office and speaking to a member of office staff.

We hope that the plans that have been put in place will go some way to helping to ease any concerns that you have. Please do get in touch if you have any further questions or concerns regarding your child joining the school.

Thank you for your continued support.

Yours sincerely



Hannah Stephenson
Head Teacher