

Surrey County Council
Newdigate C of E Endowed Infant School

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Headteacher: Mrs Paula Bliss



28th August 2020

Dear Parents & Carers,

September plans for the full reopening of Newdigate C.E Infant School

Welcome back!

We do hope that you have had a relaxing summer break and that you are looking forward to the beginning of the school year! We are excited to welcome our new reception class to school and to see all the KS1 children again. This letter is jam packed with all the information you will need to prepare for school life but if you have any further questions do not hesitate to contact us.

No doubt you will be aware that the government has given all schools detailed guidance to support full opening in September 2020, with a clear expectation that all eligible children will attend full time from the beginning of the autumn term. Whilst the over-arching guidance is the same for all schools, each school is expected to create their own path to full re-opening allowing for the context of their individual school. As we explained in our previous summer newsletter, our small school will be operating as a whole school 'bubble' with smaller class or group 'pods' within that, including our on-site pre-school and our extended before and after school clubs. We will continue to minimise movement across those pods to reduce any possible transmission, but all teachers and other staff can operate across different pods in order to facilitate the delivery of a broad and rich curriculum and to support children. As a small school we feel confident that managing the return in this way is in line with current government guidance and will provide reassurance to families.

Our main priority is to rejoin and rebuild our school community and welcome the children back to school providing a safe, secure and happy environment to support them and their families, as well as staff, on their return using the required 'systems of control' (actions schools **must** take) that have been stipulated by the government:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*
- 2) clean hands thoroughly more often than usual*
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents*
- 5) minimise contact between individuals and maintain social distancing wherever possible*

Response to any infection:

- 7) engage with the NHS Test and Trace process*
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community*
- 9) contain any outbreak by following local health protection team advice*

We have outlined our protective measures in detail on our school risk assessment which will be made available on the school's website. Below we have provided some key questions and answers on many areas of school life that will hopefully give you a better understanding of how we plan to move forward.

What are the protective measures at school?

We have several protective measures in place:

- A requirement that people who are ill stay at home.

- Robust hand and respiratory hygiene:
 - Regular hand washing will continue. Children will use soap and water in classrooms and toilets. Hand gel sanitiser will be available when hand washing is not possible and for adults.
 - Children will be taught the 'catch it, kill it, bin it' phrase.
 - Tissue bins will be emptied daily.
- Enhanced cleaning arrangements.
- Active engagement with NHS Test and Trace and local procedures.
- Maintain social distancing wherever possible. The government acknowledge that social distancing is difficult for children and they are not expected to distance in the same way that adults do.
- Arranging classrooms with mainly forward facing desks when possible
- For staff to maintain a 2m social distance from children and other staff as much as possible.
- Carpet time will be reduced
- Children's tissues will be disposed of in dedicated tissue bins, located outside of the classroom.
- Frequent cleaning of regularly touched surfaces and shared resources will continue to be carried out by the staff and the cleaners.

We would ask all parents coming to school to help us maximise these measures by doing the following:

- *Make sure you follow the **social distancing guidelines** when dropping off and picking up (2 m when possible, we are using 1 ½ m spaces at drop-off and pick up for speed)*
- *Only **1 parent** to come to school for drop-off and pick-up times*
- *Help your child to **calmly, quietly and quickly** join their class*
- *(Year 1 and 2 - help them wash their hands if they can in the outside sinks)*
- *Explain that there are many changes but they will soon get used to them as they have with many other changes in our world at the moment*
- *Only bring your child to school if they are **healthy and free of symptoms of any illness***
- ***Drop off and collect your child promptly***
- ***Leave the school grounds swiftly** and do not gather with others*
- ***Follow all government rules** especially about social distancing out of school, to protect yourself and your family, which in turn will protect all the school children, staff and their families*
- ***Engage with testing and inform us of any testing result for your child or family members***

What are the procedures for the beginning and end of the school day?

School starts again for key stage 1 children on **Thursday 3rd September 2020** and Early Years children on **Thursday 10th September**. Slightly staggered start and finish times will be in place.

Year 1 and 2 - 8.45a.m.-8.50 a.m. (finish 3.10 p.m.)

Reception - 8.50 a.m.-9.00 a.m (finish 3.00 p.m.)

These timings will be in place for the foreseeable future. It will be important to keep to these times and to ensure that parents follow a one-way system to enable a safe flow through the school grounds. Please limit to one adult picking up and dropping off to minimise the number of people on site. We have now reversed our one-way system.

Is there still a one-way system in place?

Yes, but we have reversed this. All parents will enter the school via the pedestrian gate at the school entrance and walk along the 'Humpty Dumpty' path, past the pre-school building and then down the steps to the playground. Parents should then continue across the playground towards the swimming pool and turn right behind the Rainbow Room towards the main school building and pathway that surrounds the classrooms.

Year 2 families will then wait in a socially distanced line beside the building and wait for their child to be welcomed by staff. Year 1 families should continue along the path and should line up on the left hand side of the path outside Foxes classroom. Reception children will have the same initial route as KS1 families, but you will be guided to continue and wait alongside the Hedgehogs class wall. Once children have been handed over at the entrance to their classrooms, they will be helped to wash their hand thoroughly. Parents are then asked to continue along the path and exit via the main black gates and down the road. We would also ask that drop-offs and pick-ups are done as swiftly and quickly as possible to make our days run smoothly and also to help your child settle. If they are struggling to separate from you, we would ask that you take them to one side and wait a while until you feel they are calm and ready to go in. Staff will be on hand to gently guide them if necessary, but we would obviously aim to reduce any other contact if possible. Children who are experiencing significant anxiety at drop-off may need an alternative plan to help them settle more quickly, please let us know if you feel this is the case.

A picture paints a thousand words so we have made a short video to show you the route:
<https://youtu.be/UEUF2PaFvTY>

We suggest you play this your child several times so that they are completely familiar with how the start and end of the day will look.

Pick-ups will work in the same way and children will be dismissed individually in order. We will clearly signpost the route and waiting points using stickers and arrows. Windmills will be used along the main path to indicate social distancing expectation on entry and exit. Please be patient with us, this is a new system and we will do all we can to make it a smooth and easy start to the day, but may need to tweak our plans once we have tried them out. Please also be mindful of the increased volume of pupils entering the school and always maintain social distancing whenever possible.

Please do not arrive earlier than your allocated time as we will be keeping the gates closed until 8.45 a.m. so that the site is secure for breakfast club.

What happens if I have a problem with drop-offs and pick-ups for siblings?

We understand that many families will have children at school in other settings. Although we have tried our best to dove-tail with other pre-school and school timings, it may be that that the drop off and/or pick up times do not work well for you. If this is the case, please let us know. We are happy to be flexible to accommodate this.

Will wrap around care be available?

Yes. Wrap-around care will begin immediately on **Thursday 3rd September**. Breakfast Club will be available every day to school children and also pre-school children (3-4 year olds only), the 2 groups will be separated as much as possible to minimise cross-over. After School Club will be available Monday-Thursday. Please contact the office if you would like more information or would like to see our risk assessment for these clubs. We are asking parents to book and pay in advance for the half-term so that we can be clear about our groupings and club numbers.

Will you be running clubs after school?

For the Autumn term, we will **not** be running any sports clubs or other activity clubs. This is to minimise people on site and movement across groups. We will review this again in the second half of the term and we will communicate with you as soon as possible about their potential return.

What uniform will my child need for school?

Children will be wearing **usual school uniform**, this can be bought or ordered from the school office. We will be liaising with FONS to offer second hand uniform in a safe way as soon as we can.

On Tuesdays and Thursdays children will be asked to come to school in their PE kit, including dark jogging bottoms or leggings and trainers. They are allowed to stay in their P.E kit for the remainder of the day and take it home to be washed each time. Please do not wear PE kit in on the first day back.

We will be spending much more time outside so please can children always have a **coat, ideally waterproof with them each day**. Despite our beautiful summer the weather is changing rapidly and no day is predictable! Your class will also be taking part in outdoor learning and wellies will be need for this, you will be informed of the days that they are required.

Should my child bring their own equipment into school?

Children should also bring in only their school book bag, no other bags. In addition to this, we ask that your child brings in their own named 'pencil pot' or clear plastic pencil case. This could be a tin that they decorate at home! Inside the tin, we would like each child to have a pencil and some colouring pencils and felt tip pens, nothing too fancy or expensive please. We will provide the rest of the equipment that the children need and add it to their pots.

Children should continue to bring in their own labelled water bottle.

Will my child be able to have a cooked lunch and can the children eat together?

Yes all children will be able to have a hot, cooked lunch. The children will all eat lunch in the hall in 2 sittings and will sit on a table with their own class. They will go out to lunchtime play in class 'pods'.

What curriculum events and social events can take place at school?

We are looking forward to communicating with you soon on how we run our usual curriculum and social events. We have been given a unique opportunity to 'think differently' when it comes to these events. We appreciate greatly that these types of occasions are vital to building good relationships and partnerships with all our families. We want to communicate with you about your child's time at school and their learning. We will also be working closely with FONS to map out how we can arrange social events through the year. These are more than likely going to be of a virtual variety, but this is a world we are all getting increasingly used to and there can be many benefits to this way of working.

What will learning look like for my child?

Learning will be broadly similar to previous years but will be influenced by our experiences of the pandemic. We will implement a 'recovery curriculum' that focuses on a holistic curriculum and includes more of the many things that we have always valued in school, including our school values and bee rules. Please do read the attached letter on the 'recovery curriculum' which will provide more information and insight on how we intend to approach the first phase of the academic year. A further curriculum letter for individual classes will be sent in the second week of term. Home learning will continue to be sent home for all children.

We look forward to seeing you all soon.

Warm Regards,

Paula Bliss
Headteacher

If you do need to send any messages into school please do this by telephone (01306 631353) or e-mail (info@newdigate.surrey.sch.uk) if possible. This goes against all of our social and welcoming instincts but we are doing it to keep the site as safe as possible.

Additional helpful information

Government advice to parents

Parents are encouraged to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance to help them plan for their children's return to school. This includes our latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#).

Surrey County council information poster

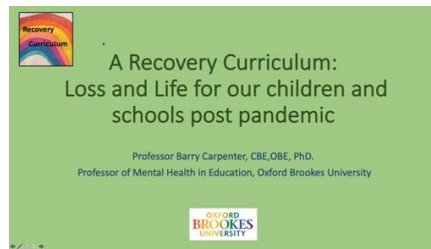
https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/234455/BACK-TO-SCHOOL-SAFELY.pdf

School catering company- Twelve15 has asked we pass on this information

<https://spark.adobe.com/page/A9wbXZPKPLNX3/>

Surrey healthy schools well-being information

https://www.healthysurrey.org.uk/__data/assets/pdf_file/0003/230754/Wellbeing-brief_parents_carers_re-children_July2020.pdf



Dear Parents and Carers,

We recognise that a return to school for some children may prove to be challenging and they may have anxieties about returning. Over the past few weeks, we have been working on a recovery curriculum to support the children's transition back into school life. Rainbows have often been used when describing loss, and certainly more recently, to represent light returning after a time of confusion followed by sadness and tears (Muddles, Puddles and Rainbows). This visual has been used when describing the provision needed for children who have been affected by the pandemic, called the 'Recovery Curriculum.' I thought it would be helpful to introduce to you what a recovery curriculum is and how and why it was established.

What is it?

Professor Barry Carpenter has developed the recovery curriculum as a response to the losses that all children will have experienced in different ways during this time. The common thread for all children is the possible loss of routine, structure, friendship, opportunity and freedom. These losses can trigger anxiety in any child. We are aware that some of our families have experienced this with their children. We know that an anxious child is not a learning child. With this in mind, the school community has thought about the most effective way to support your child's ability to return to school. We are using the '**5 Levers of Recovery**' approach to support your child's return to school. We want children to be happy, feel safe and be able to be engaged in their learning. We have outlined this approach below:

Lever 1 – Restoring Relationships

We will not necessarily expect our children to return joyfully. Many of the relationships that were thriving such as those with friends, teachers and supporting adults may need to be invested in and restored. This is going to be difficult for some, especially for those pupils who will be transitioning into a class with a new teacher.

We will be engaging with you as families to restore our relationship and work together to best support your child.

Lever 2- Community

We will recognise that your child's curriculum may have been based at home for a long time. We will listen to what has happened in this time and engage with our families as the children return to school so that we know their individual story.

Lever 3 – Transparent Curriculum

Our children may well feel they have lost time with their learning and missed things at school and we want to show them that we understand this and that we will help them to become confident learners at school and start to enjoy all they have missed.

Lever 4 – Metacognition

In different environments, children will have been learning in different ways and may have developed different styles of learning. It is vital that we acknowledge this and help them understand themselves as learners.

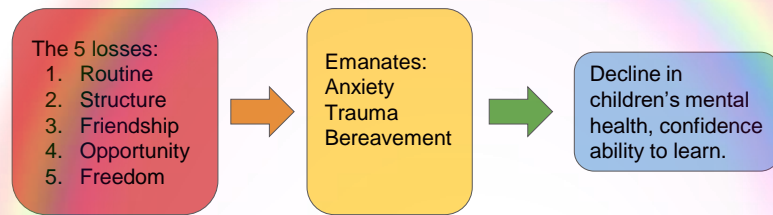
Lever 5 – Space

The children will need space to take part in creative and expressive play-based and reflective activities. These activities will give children time to think, to talk, to feel inspired, to be curious and to express themselves in their own way. This supports engagement with, and a love of, learning.

We hope that you feel this approach will support your child's well-being as they begin their re-engagement with learning at school. We would like to hear your voice and your experience as part of our support package. We will be contacting you by telephone over the first 3 weeks of school so that we can gain a deeper understanding of your family's journey over the last few months.

Please do let us know if you have any ideas or questions that you would like to share with us to ensure that we really do understand the needs of your children on their return to school in September. If there is anything we can do to help further please do let us know.

The 5 Losses



Thank you for your continued support

Have a lovely weekend.

Kind regards,

Paula Bliss
Headteacher