



BROOK INFANT SCHOOL
AND NURSERY

Salterns Road
Maidenbower
Crawley
West Sussex
RH10 7JE

13.07.2020

Dear Parents and Carers,

I am writing to provide you with the final arrangements for the full reopening of our school as of Monday 7th September 2020. We are all really excited about being able to bring all of our staff and children back, but we are also really focused on making sure that everyone is as safe as they can be.

As an SLT, we have now had the chance to examine the guidance thoroughly and have been able to carry out a full risk assessment for both our nursery and school setting.

Days and Times of Operation

As the guidance stipulates, we will be opening the school to all of our children full-time and for those in the nursery, we will be offering their booked hours. However to avoid congestion, we will be operating a staggered drop off and pick up. This staggered drop off and pick up will not affect the children's learning time because, as a school, our normal day is already 30-minutes over the required statutory hours. Our plan is that the first drop off will be at 08:30 and the last pick up being at 15:00, but drop offs and picks ups will be staggered.

We will not open for the autumn term until Monday 7th September 2020. This is because on Thursday 3rd and Friday 4th September 2020, we will be having a full team briefing, focusing on the risk assessment in detail and also ensuring our many preparations are complete and we have all of the measures agreed in place. We will also be carrying out our required annual training, including safeguarding along with health and safety.

Drop Offs and Pick Ups

Before the end of this week, we will be sending out by text message drop off and pick up times for all of our families. We have two drop off slots, 08:30 and 08:45. We then have two pick up slots, 14:45 and 15:00. We have tried to plan the drop off and pick up so that siblings within our school have the same timings and also children with siblings at Maidenbower Junior School (MJS) have the earlier 08:30 slot to allow them time to get across to the junior site. After sorting the earlier slot for the families with MJS children, we have simply planned the times using alphabetical order by surname.

Please be on time for your drop off and pick up slot.

Nursery children will be given staggered start times (coming out later this week via text message). There will be five families arriving at each given 10-minute window, which will give us the opportunity to settle each child.

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Our start times will speed up as all of the children get used to separating from their parent or carer and our system.

Under current COVID-19 guidance, we are not allowed parents in the school building. Therefore, we will be greeting the nursery children at the silver metal gates (in line with our building) and the children will be taken around to the back door by members of staff, where they will be greeted by more staff and helped to organise themselves.

As we are operating **a one-way system on the front playground**, if you have more than one child at our school and nursery, please drop your children in the following order ... Year Two ... Year One ... Reception (when in properly) ... Nursery

As we need to ensure that the queues move quickly, if you need to speak to a teacher, please stand to one side (socially distanced from other families) and wait until the whole class has entered or been dismissed.

Please ensure you do not arrive early for your time, but are also on time.

Bikes and scooters cannot come inside the school grounds.

The rules for drop off and pick up are:

- Only **one parent allowed** on the site to drop off children.
- **No standing around or chatting** at gates or on the school site.
- All **parents on the school site must wear a face covering**, either a mask or a scarf.
- Everybody **must social distance** from each other.
- No parents will be allowed under the school outside area canopies.
- No parents will be allowed in the school main entrance of the school in general.
- All communication to the school needs to be done via telephone or email.

Year Group Bubbles

Our children are organised into their classes, as per the newsletters sent out on Friday 3rd July 2020, that detailed the class lists, the class bases and year group entrances, but we are actually planning on operating year group bubbles throughout the school. Therefore, our pods will be 60 children in size, plus the adults. By organising year group pods, we have more flexibility with staff, facilities and curriculum opportunities, whilst also enabling children to have greater social interactions across the two classes.

Each year group will have the same staff working with them most of the time. However, when necessary, staff are now allowed to move between the bubbles. Therefore, Mrs Badman and Mrs Gidman will work with children across the school to enable the statutory 'Planning Preparation and Assessment' (PPA) time allowed for each teacher, as will Mrs Sexton, Miss Carr and Mrs Cox so that learning can be supported throughout the school.

The children will have dedicated access to their class and year group bases, as well as the year group outside area attached to the classrooms.

Break Times and Lunchtimes

The children will have access to a designated playground and the times of break times will be staggered so that no groups are outside at the same time. EYFS children (Nursery and Reception) do not have a formally designated break. Year One will have their break at 10:10 until 10:25. Year Two will have their break at 10:30 until 10:45.

Each year group bubble will have access to their own outside equipment, which will be sanitised each night. If it is to be given to another year group, it will be sanitised and left to fallow for a couple of days, before going to another base 48 hours for wooden objects and 72 hours for plastic objects.

Lunches

Lunches will, from September, be served and eaten in the hall. The children will eat in their year group bubbles and the tables will be sanitised in between each year group coming to the hall. The children will be given set eating and playtimes.

Reception, when in, will go to the hall to eat at 11:30 and will go onto the front playground at 12:05. Year One will go the hall to eat at 12:15 and will remain in the hall until 12:45, at which time they will go onto the back playground. Year Two will go onto the rear playground at 12:15 and will remain there until 12:45, at which time they will go into the hall to eat their lunch.

All children will wash their hands before eating.

All of the plates, cups and cutlery will be washed at a high temperature in the industrial dishwasher. The children will have their cutlery laid out for them so that they do not have to rummage for it in a shared container.

Toilets

Nursery children will use their own nursery toilets. Reception children will use the toilets opposite the Reception classrooms. The Year One children will use the original 'boys' toilet in the Key Stage One area and Year Two will used the original 'girls' toilet in the key stage one area. The toilets will be labelled with the year group names. Only one child per year group bubble, will be allowed to go to the toilet at any given time and they will be escorted or watched through the corridors by an adult to ensure that they do not meet a member of another year group bubble.

If a child has a toileting accident, they will have an adult from their year group bubble help them, but wearing PPE. This is also true of if any child in nursery needs a nappy changed. **WE ASK ALL PARENTS WHOSE CHILDREN ATTEND SCHOOL AND NURSERY TO ENSURE THEY HAVE A SPARE SET OF CLOTHES IN SCHOOL WITH THEM FROM THE FIRST DATE AS WE CANNOT LOAN CLOTHES.** Even if your child is not prone to 'accidents', please pack spare clothes, because anxiety and worry can have an impact on these things and also when having fun in our water trays or mud kitchens or when playing on a wet day in the NoMow, the children may well get their clothing wet and they might need a change.

School Office

Although the school will be fully functioning and staffed, we still cannot welcome parents into school unannounced. Please can all parents continue to telephone and email the school office instead of dropping in with queries. We will be endeavouring to go as paperless as we can during these times, but also into the future, to minimise the amount of paperwork coming into the school office.

The Curriculum

The curriculum is resuming, and we will be offering a fully broad and balanced curriculum as required by the guidance. Please be assured that our highly skilled staff will be working from where the children are at, both emotionally and academically. There will be lots of work on relationships developed through our active, hands on, and immersive approach to the curriculum. As you know, our curriculum is text centred and so we will be threading the core skills through our key texts and carefully selected books will be at the heart of everything we do. This is essential if we are to develop our children's early reading, speaking and listening and extend their vocabulary.

We will return to our immersive theme learning approach and we will be using the outdoor classrooms and wider school environment as much as possible.

The recent guidance enables us to have other teachers into school, such as our PE and music professionals, in order to support the children's learning, but they have to maintain social distance from the children. We can also have in other professionals that might need to come in to support us and advise us, but again social distancing is required.

Classrooms

The classrooms will be ventilated with windows and doors being open. Due to this, the class bases will feel colder and the children need to have layers to help with this. Any frequently used resources used within the classrooms will be sanitised every day.

To help us ensure that every child only uses their own stationery, we are asking every child to bring to school a **small plastic or metal pencil case containing their own pencil, eraser, pencil sharpener and selection of colouring pencils**. Please ensure these things are all be clearly named.

In the classrooms, we will be encouraging good respiratory hygiene by promoting the 'Catch It, Bin It, Kill It' approach and in each classroom there will be plenty of tissues and also a peddle bin for the dirty tissues to go in.

First Aid

All first aid that can be, will be managed in the classrooms, but the staff will wear PPE when carrying out first aid, gloves, masks and if necessary a plastic apron.

If more first aid is needed, the staff will use a walkie-talkie to contact the school office and a main first aider will attend in PPE. The child will be looked after in the outside area and if necessary parents will be phoned. Parents will collect their child from the outside area.

If a child in a class shows symptoms of COVID-19, the child (plus any siblings in other classes or schools) will have to go home to isolate and have a test.

Test and Trace

As a school, we have a duty to engage with the NHS Test and Trace as part of our COVID-19 prevention. **Therefore, we will be working hard to ensure that if anyone becomes unwell with a continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell, is sent home and expected to self-isolate for at least 7 days, and should arrange to have a test to see if they have COVID-19.** Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first hand symptoms.

Any child awaiting collection, will be in the outside area attached to the year group. PPE will be worn by any adult caring for the child.

If the person with symptoms tests negative, if they feel well and no longer have coronavirus symptoms, they can stop self-isolating.

If the person with symptoms tests positive, they must continue to self-isolate for at least 7 days from the onset of their symptoms and then only return to school if they do not still have a high temperature. The cough and

change in taste or smell can last for several weeks after the infection has gone. Other members of the household should continue self-isolating for the full 14 days.

It is essential that our families inform school if any member of their household is suspected of having COVID-19 symptoms or have received a text to isolate from the NHS Test and Trace Team.

Uniform

The children all need to wear our school winter uniform as detailed below. **Nursery children have the option of wearing one of our yellow jumpers.**

All uniform can be brought via our online service ... <http://sasportsworld.co.uk>

Boys:

- Grey trousers.
- White, navy, pale blue or grey socks.
- White, navy or pale blue shirt/polo shirt.
- Navy blue sweatshirt or jumper.

Girls:

- Grey trousers, skirt or pinafore dress.
- White, navy, pale blue, grey socks or tights.
- White, navy or pale blue blouse.
- Navy blue sweatshirt, jumper or cardigan.

Children should wear 'proper' school shoes rather than trainers and we would strongly discourage you from allowing girls to wear open toe sandals to school as their toes can be easily hurt in the very busy playground and on the climbing equipment. Children also tend to trip more in open toe shoes

From September, the children will also need to bring in their PE kits. For PE, children need a plain white t-shirt (either with or without our logo) and navy shorts. **We will be going outside for PE as much as possible, in line with the guidance, and so we ask that all children have a warm tracksuit bottoms and plimsolls or trainers as well.**

It is vital that every item of uniform is named.

Please can all the children bring in a named carrier bag with a spare set of clothes that is to be left in school on their peg, as we will be unable to lend clothes to go home from school stock.

Home to School

We are now able to have things move between home and school, but we are trying to limit how much comes in from home. The **children in school** will all need:

- A **named lunchbox** that must be washed every night, if your child is not having hot dinners.
- A **named water bottle** that must be washed every night.
- A **named coat**.
- A **spare change of clothes in a named bag** (this is to be left on their cloakroom peg).
- A **PE kit**, brought in on the first day and clearly labelled. This will need to include a **tracksuit and trainers**, as PE will happen outside as much as possible.
- A **book bag** so that we can send home books and reading records.
- A **small plastic or metal pencil case containing a pencil, eraser, pencil sharpener and set of colouring pencils.**

The **children in nursery** will all need:

- A **named lunchbox** that must be washed every night. This is only necessary if your child is attending all day.
- **Two individual named snack pots** containing a healthy snack, such as fruit, vegetable, rice cakes, or breadsticks (if staying all day). If only attending a morning or afternoon session, only **one named snack pot** will be needed.
- A **named water bottle** that must be washed every night.
- A **named coat**.
- At last one **change of clothes, including shoes in a small named bag** (this is to be left on their cloakroom peg in nursery).
- A **plastic bag** for taking home wet clothes.
- A **packet of wet wipes**.
- Any **nappies** required by your child throughout the day (if in nappies or pull-ups).

As a staff team, we were advised to apply hospital hygiene procedures throughout this pandemic. What that means is, we do not wear jewellery; we do not wear our lanyards around the children; we always wear our hair tied up; and we shower the minute we arrive home and before any member of our family greets us, ensuring our clothes go straight in the wash. We believe this has helped us to stay safe over the last few months and so we wanted to share this advice.

Therefore, please ensure that every day your child:

- Is **NOT wearing any jewellery**, including earrings.
- Has **long hair tied up**.

We recommend that your child showers as soon as they get home in order to reduce the risk of them bringing the virus home on their clothes and bodies.

Regular handwashing for at least 20 seconds and using the antibacterial hand gel on arrival remains our policy.

Wrap Around Care

The guidance is enabling us to reopen our breakfast and after school, clubs back up. We will be adhering to government guidance on this. We will work to ensure the different school bubbles do not mix in close proximity. There will be a letter for our Breakfast Club (BFC) and After School Club (ASC) coming out separately.

Sorry for the length of the letter, but there is a lot to communicate. I felt that everyone would like to hear about our systems and processes before the holidays, so that there was wide awareness of the situation we find ourselves in.

We will be working as hard as we can to keep everybody as safe as we can in these challenging times.

Warm regards,

Sarah Cox

Sarah Cox
Headteacher