



Thomas Russell Infants' School

'Our children blossom through nurture & challenge'

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Dear parents and carers of children joining us in Reception in September.

We are pleased to be writing to you to share our intended plans for September and the full reopening of our school. We are guided by government guidance and all decisions on our reopening have taken these into consideration, while keeping your child's care, education and well-being at the heart of all we do.

On Wednesday 2nd September we open our doors to all of our children.

We are very aware that this will be the very first time that many of our Reception children will have set foot into school and that it may be a little daunting. In order to try and help make your child's first day a little easier, we are altering the arrangements for this day only.

We would like to offer parents and children a 'stay and play' session, so that parents get the opportunity to see the classroom and meet the staff alongside their child. In order to do this though, we need to reduce the number of people in the classroom at any one time. **We are therefore changing the arrangements for the first day to the following sessions:**

9.15am – 10.15am – Group A from both classes
11.00am – 12 pm – Group B from both classes
1.00pm – 2.00pm – Group C from both classes
2.15pm – 3.15pm – Group D from both classes

This will allow for 7 children with 1 adult each in the classroom. Please note that it **must only be one adult with each child**. We will ensure that between each group coming into school, we have cleaned down surfaces and swapped or cleaned toys and resources.

We hope that you feel that this is a beneficial change to the plan and will help your child with the settling in process. Arrangements for Thursday 3 September onwards will then remain the same as on the original information you received.

The following is the information we have sent out to all parents of children currently in school which details our plans for September.

PTO



The long awaited government guidance for the full reopening of schools in September was published on Thursday 2nd July. www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

We appreciate that some of you may be concerned about your child returning to school in September, especially if your child has not attended school during lockdown. We appreciate your worries and doubts, but we hope that you will be reassured by knowing that we have put in place many safety measures during the past few months which have enabled our reception children to return in a safe and calm way. Our Risk Assessment has been approved by the Local Governing Body and the Trust board.

To prepare for and to ensure the full reopening of school in September, we would like to highlight the following aspect of the guidance that we will all be following and we request your full support and co-operation to too:

Key Extract from the Guidance:

“Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- *a requirement that people who are ill stay at home*
- *robust hand and respiratory hygiene*
- *enhanced cleaning arrangements*
- *active engagement with NHS Test and Trace*
- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible”*

PTO



Class	Start school	Home time	Classroom	Drop off and Collection points
RM	8.55am	3.10pm	Left-hand Reception classroom	Walk around the playground, through to the reception playground to the EY cloakroom and then exit from the side gate onto the carpark. Collection – please enter the Reception play area from the carpark and wait on the grassed area (not under the canopy). Please ensure younger siblings are not playing on the bikes or climbing. Thank you.
RP	8.45am	3.00pm	Right-hand Reception classroom	

1. Organisation

- Each class group will form a bubble of up to 30 children - your child will not be permitted to mix with children from other bubbles including lunch and break times.
- Children will NOT need to social distance within their bubble, meaning they can be close by other children, playing and interacting.
- Children will be facing the front of the class and the teacher, sitting side by side and will not be sitting opposite each other. Classrooms are being organised like this following guidance. Although adults are being encouraged to stay 2 metres away from the children they will be able to circulate the classroom and sit beside children for short periods of time. This will not compromise teaching and learning and we are planning lots of new and inventive ways to hear reading and enjoy learning in a safe way.
- Full school uniform must be worn and it is recommended clothes are washed regularly. Please ensure that your child is wearing sensible shoes that they can run and play outside in and please avoid shoes with laces and tricky buckles, as staff will not be able to help the children tie laces or unbuckle shoes.
- Face masks / coverings will not be worn in school (this is clearly stated in the DfE guidance); any children who arrive at school wearing one will need to remove face masks/coverings before entering school and leave it with their parent/carer.



- A slightly staggered start and end to the day will be in place ensuring numbers of adults and children walking around the school site are reduced at any one time.
- We do ask you respect the times given and do not arrive early as you may be asked to wait. The same applies to the end of the day, when we are trying to avoid large groups of parents congregating on the playground. We thank you for supporting us with this.
- Children will go to their designated entry point and we ask you leave them to walk into their cloakroom; staff will be waiting at all points to welcome them in.
- Parents/carers will not be permitted to come into the school building.
- Children will be let out the same door at the end of the day and we ask you collect and exit the school site as quickly as possible.
- No visitors will be permitted into school without prior appointments.
- We ask only **one** parent/carer drops off and collects.
- Parents are asked to use the phone and email if wishing to contact the school instead of visiting the school office.
- Please do not gather outside the school gates to chat to other parents; this will ensure that the gate and pathways are clear for other classes arriving and leaving.

2. Health and Hygiene

- The importance of good handwashing and respiratory hygiene remain very important to us. All children will be retaught handwashing and nose blowing. Handwashing will take place on entering school, before and after break, before and after lunch, after blowing their nose and after using the toilet. Other handwashing will take place at the discretion of the teacher before, during and after activities.
- All tissues used will be put into a flip top bin by the child.
- If any child or adult presents with symptoms they will be asked to go home and test for Covid-19. The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Children will wait in the ventilated rainbow room while waiting for parents with Co-Heads or the Deputy Head overseeing their care until collected.

- If any member of a bubble tests positive for Covid-19, all adults and children will be asked to stay at home and self-isolate for 14 days.

3. Lunch and break times

- Playtimes and lunch times will be slightly staggered, allowing for classes to use the toilets and use doorways at different times.
- Each class will have their own area of the field and playground and their own box of toys which will be cleaned each day.



- Children will eat lunch in their classrooms. This will mitigate the issue of 6 different classes using the hall and the cleaning required in between each class. Eating in the classrooms allows for a quieter and safer environment.
- Lunches for the first month will be sandwich grab bags, which the children will choose each morning when the register is taken. These will be prepared in the school kitchen by Mellors and brought to their classrooms by the lunch time staff. After the first four weeks, hot options will be available.
- Packed lunches can be brought into school if you prefer, but please - no chocolate, fizzy drinks or junk food. We have children in school with severe allergies, so please do not include any products containing nuts.

4. Toilets

- Groups may have to share toilets as we don't have enough toilet blocks for one per bubble. These will be cleaned each morning before school and at lunch time. Children will have the use of classroom sinks as well as the sinks in the toilets to wash their hands.

5. In classrooms

- Children can bring in their usual book bag and leave in their own tray - no bulky key rings on bags or additional toys to be brought into school. No rucksacks or backpacks please, due to limited cloakroom space.
- Children will each be given a clear plastic pencil case/bag with a selection of pencils, crayons, glue sticks, scissors etc needed for their work. These will be kept in the children's personal tray. Equipment must NOT be brought in from home. To help us fund these, we are asking for a contribution of £4 – please put in an envelope and send in with your child on their return to school in September.
- Classroom resources will be cleaned regularly using Milton and hot soapy water for larger items. Some things will be run through the dishwasher. Resources will not be swapped between bubbles until they have been cleaned in this way or left for 48 hours.
- Assemblies as we know them, in the hall, cannot take place so there will be two assemblies a week using Zoom.

6. Curriculum

- All subjects will be planned and taught in the normal way- there needs to be no compromise to our great planning and teaching
- All classes will have one half-term of external Music lessons and another half-term of Forest School - details will follow in September about these.
- No tests or unnecessary assessments will take place- we believe carefully planned and good quality teaching will determine very quickly where any gaps in learning may be.
- We will be celebrating what the children have learnt since school closed, both academically and socially and recognising that many children will have gained so much valuable knowledge whilst not at school.



- All children will have one reading book a week sent home. When they are returned, they will be stored in a box until safe to give out again to another child. Please note your child will not be allowed a new book until the previous one is returned.
- PE will take place as normal, outside when the weather allows and in the hall when wet. Please send your child's PE kit with them on the first day of term.

All children are expected to attend school as normal and we will be duty bound to follow attendance protocol from the Department for Education. The DfE has stated that fines will be reinstated for non-attendees in the autumn term. Our normal Attendance Policy will apply to all children from September – you can view this via our website.

Thank you for reading this information for September. We are very much looking forward to seeing you and your children and, by all working together, we can ensure your child receives the very best education and care and everyone stays safe and protected.

Please email the school office on office@thomasrussell-infants.staffs.sch.uk if you have any questions.

Kind regards

Mrs Farmer and Mrs Burton
Co-Headteachers

