



Loving to learn, Learning to love.  
For every child a chance to shine



LAYSTON C of E FIRST SCHOOL  
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Headteacher: Mrs A McMurrough

2<sup>nd</sup> September 2020

Dear Parents and Carers,

The Layston team are really looking forward to welcoming your children back to school. We hope that you have had a good summer and that your children are excited about seeing their friends again.

We are just writing to fill you in on the updated safeguarding procedures for September 2020 so apologies for the quantity of information in this letter, however it is all essential and your child's safety and well-being is our first priority.

### **School attendance**

We have followed the Government guidelines and HCC recommendations to help and guide us with our planning and the risk assessment is available on the website. All children will be expected to return to school in September and attendance will be recorded and monitored in line with our policy and Government and Hertfordshire guidance. As of August the 1<sup>st</sup> people who were previously shielding are no longer required to do so. The Government have made it clear that ALL children will be returning to school from September.

However we understand that children who were previously shielding, or were in year groups that did not return, may have some anxieties about returning to school. On the school website under Mental Health and Well-Being, you will find a social story called, 'What happens when I go back to school?'. Please talk this through with your child, especially if they have anxieties. There is also more guidance on managing anxiety with children that can be found in this part of the website.

### **Social Distancing**

We will keep children within their year group bubbles, with consistent staff, where possible. Children will stay within these bubbles in their classroom each day for lessons and when eating lunch. Outdoor learning and break times will be staggered and or zoned. There is not the requirement for children to socially distance from each other within their bubble group but they will need to keep at a safe distance from the adults in the room.

You will be asked to drop and collect your child promptly using the entry and exit system in the bottom playground. Please adhere to the one way system and maintain current social distancing measures (only one parent/carer to accompany) and keep moving. If your child is upset and struggling to say goodbye, please move aside so others can enter and exit safely. Talk to your child calmly but firmly with the expectation that they will cope and enjoy the day. (For further information on separation anxiety please see the school website under Mental Health and Well-being, 'Returning to school MH information'.) A reminder of the staggered drop off and collection times is detailed below.





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If you have siblings in school then you may drop off and pick up your children at the allocated time for your eldest child. Please be aware that parents will not be allowed to walk up the pathways at the side of the school between the bottom playground and the classrooms.

Year group	Drop off	Pick up
Y4	8:40	3:20
Y3	8:50	3:10
Y2	9:00	3:00
Y1 & YR	9:10	2:50

We understand that this may be difficult but we thank you in advance for your support and we will continue to review this process.

### What if my child is ill?

To help to minimise the risk of illness to all, there is a requirement that your child does not attend school and stays at home when they are unwell in any way. If you are unsure please keep them at home and contact the school office.

If anyone in the school becomes unwell with a **new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)**, they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Tests can be booked online through the NHS [testing and tracing for coronavirus](#). Parents and staff must inform school immediately of the results of a test.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Should there be a confirmed case of coronavirus then the school will contact the local health protection team who will work with us and guide us through the actions we will need to take. This may mean closure for whole year groups at times.

### Further Protective Measures:

- Any child or member of staff who has a cough, temperature, loss or change in the sense of taste and smell or feels unwell at school will be immediately sent home to potentially self-isolate.
- Continuing enhanced regular hand-washing
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Enhanced cleaning, including frequently touch point surfaces
- Avoiding close contact by all where possible and maintain social distancing wherever possible (**as a result we request no unnecessary visits to the school office, please phone or email**).
- Parents/Carers leaving the site immediately after dropping/collecting their child/ren.
- Parents/Carers staying 1m plus apart when on site.
- Parents/Carers must not gather at the school gates.





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- Parents/Carers entering the school site via the playground pedestrian gate on the Causeway, following the one-way route and exiting via the pedestrian gate on Paddock road.
- Windows being open to encourage ventilation and, where possible, external classroom doors being open. (Please ensure your child has appropriate clothing and layers as classrooms will be colder than normal.)
- Classroom tables being re-organised where possible and all facing forwards.
- No assemblies or large gatherings of children.
- PPE available.
- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

For further guidance please see the Government information:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

### **What will my child need in school?**

Children will be expected to wear school uniform. **All uniform and equipment must be named.**

Your child will need:

- Water bottle
- A healthy snack, remember we are a nut free school
- Coat
- Sun hat, weather permitting
- Correct Forest School and PE kit, this can be worn instead of uniform into school on relevant days, please include joggers because most PE sessions will be outdoors
- A small school bag, including a change of clothing
- Optional: if your child is likely to suffer from separation anxiety they may bring in a photo or small pebble to remind them of you, (see school website, 'Returning to school mental health information').

### **What shall I leave at home?**

- Bikes and scooters (these can be ridden to school but they must be taken home during the day)
- Umbrellas
- Toys

### **School meals:**

School meals will be offered as a packed lunch option. There will be a choice of two fillings and where possible one of these may be hot, for example, a fish finger wrap. Of course children are welcome to bring in their own packed lunch from home. As you will be aware we have decided against ordering fruit and milk for each year group so please provide your child with a healthy snack and a bottle of water. This will be reviewed.



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**Recovery curriculum:**

We are aware that children have been absent from school for a significant period of time learning from home. This is reflected in our recovery curriculum which is available on the website for you to view. There will be no cooking or swimming sessions at the moment. PE will continue and your child will need to come into school in PE kit on their allocated day from the start of term. Forest school will continue with extended sessions and the days are as follows:

Year group	Forest School Day	PE day
Y4	Friday	Thursday
Y3	Tuesday	Friday
Y2	Thursday	Tuesday
Y1	Wednesday	Thursday
YR	Monday	Friday

We are pleased to let you know that reading books will be sent home at the beginning of the week and collected in on Friday for quarantining. We recommend eBook's for the weekend on Oxford Owl.

If you have travelled abroad during the summer please follow the guidance issued upon your return.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#updates-to-the-travel-corridor-list>.

Best wishes

Adele McMurrough  
Headteacher

