

Tel: 01763 243392

Email: admin@icknielwalk.herts.sch.uk

Headteacher: Mrs Jane Sherwood
Deputy Head: Mr James Taylor



Ickniel Walk First School
Poplar Drive
Royston
Hertfordshire
SG8 7EZ

4th March 2021

Dear Parents and Carers,

We are looking forward to welcoming all the children back to school on Monday 8th March. We are expecting all children back and we are prepared for a range of needs and emotions; please trust us with your child, we will work our hardest to get it right for them.

This letter will appear to be rather bossy, but I need you to be clear about what is required for school and I want you to feel confident about the strategies we have in place in order to keep our school community safe. Some of the following information has previously been sent to you but there is a lot of new information, so please read it through carefully.

We are putting an immense effort into keeping your children safe in school. Our main measures are keeping the children together in their class groups, wherever possible, so that they rarely mix with another class. There will be some mixing, for example in breakfast club and at lunchtime, this will only be with the rest of their year group. The situation is similar for adults working daily with your children; they will work for the vast majority of the time with one class. There is strict guidance for our supply teachers and other teachers that do work across the school, to enable them to function safely in school.

We will try to encourage your child to socially distance but please be aware that this is difficult for children and they will need frequent reminders from us and you at home.

Please share our planned daily routine with your child so that they are clear as to what to expect and keep this letter for reference to remind them frequently of the new rules.

Drop off and pick up arrangements:

We have a one-way system starting at the main front gate, the back gate will always be closed.

Please note we are expecting all adults to wear a face mask whilst on the school site – you will be given a mask on arrival at the gate if you do not have one (unless you are medically exempt).

- Your child will be allocated a time to come to school this is according to their surname

Drop off

A-H 8.40

I-P 8.50

Q-Z 9.00

Pick up

A-H 3.00

I-P 3.10

Q-Z -3.20

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If you only have a child in the nursery and you want to come at 8.30am please come to school gates at 8.30am and follow the one-way system. If you have other children in school or you only have children in the nursery and want to arrive later than 8.30am, please use the time slot linked to your child's surname.

If your child has a childminder who has multiple children with a number of different surnames, please use the childminder's surname so the children can be dropped off or collected at a similar time.

Please adhere to the time slot as closely as possible; the slots are staggered so that the number of adults on site at any one time is as low as possible. If you are clinically medically vulnerable, please use the last time slot as this is usually much quieter.

Please do not loiter on the site before or after school we need everyone to keep moving. If you need to get a message to a class teacher, please email the office.

- In order to reduce the number of adults on site, please make sure only one adult (and siblings only if absolutely necessary) come into school.
- Do not bring siblings on site if they are meant to be at home because their school bubble is closed and they are supposed to be self-isolating.
- Please remember social distancing on the school site, we will have set up a one-way system for you to come in and out of the school site.
- No bikes or scooters on the school site please; we cannot use the shelters as they could get too crowded and make social distancing difficult. However, if you live a significant distance from school and this will cause you a problem, especially if you would have to resort to public transport instead then please contact the office.
- Please do not come into the school building for any reason; please email or phone the office.
- **Nursery drop off and pick up:** Please follow the one-way system and enter the nursery garden through the second nursery gate you come to and wait in the nursery playground (the one that is tarmac with a canopy). Once your child has been dropped off please continue to walk around the back of the nursery, through the side gate and out to join the school one-way system again. If you have a large pram with you and you can't get through the side gate, please talk to a member of staff. Please wait on the nursery playground to pick up your child at between 3.00 pm and 3.30 pm and go through the side nursery gate again and join the one-way system. If you are picking up your child at 11.30 am or 12.30 pm they will be waiting for you in the bike shelters with a member of staff, so please wait by the main school gate, which will be locked. If you are dropping off your child at 11.30 am or 12.30 pm again, please wait by the main school gate and a member of staff will collect them.

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- Please do not cross the lines on the ground in front of the classrooms. The classroom door will be opened and your child will come in, please wave them goodbye from a distance. Parents of children in Robin, Owl and Swan class to wait up on the year 1 playground rather than coming close to the doors.
- If your child is very distressed at being dropped off, the staff member might need to put on PPE to help you persuade them to come in. We would appreciate if you could keep trying to persuade them to come in; we cannot allow you to come into the building, it might be a good idea to go on another lap of the one-way system as walking often helps a child to calm down. Please keep the class doorway clear for the next family to drop off, as we want to avoid queuing. If your child is so distressed that you really cannot get them in and you have to take them back home on the first day please do so, but then call the school so that we can come up with a plan for the next day. If you believe your child is going to be very upset, please contact us before 8th March and we will work with you to come up with a plan.
- Please email or call the office if you need to speak to a member of the classroom team about an issue with your child, we cannot talk to you for very long at the door over 2 metres distance. The year group email addresses that were used during lockdown will no longer be in use once school is open for all children.
- If your child needs medicine, fill in the form for medication on our website and send the medicine into school in your child's bag with the medicine form. Tell the teacher/TA at the door that it is in the bag (from 2 metres distance, please do not come close to the adult). We will wipe down the medication package and it will be put in a cool place in the classroom, it will not be able to go in the fridge. Please practice with your child to use a syringe independently with their medicine, as we will decant their dose into a syringe to allow them to take it at a distance from the adult. Please note we need to put it into the syringe ourselves, as we need to see the label on the medication bottle – do not just send a prefilled syringe in without the actual medication.
- Your child does not need a school bag other than a disposable lunch bag, PE kit on a Monday (or change of clothes for Reception and Year 1 on PE days).

School Routines:

- As soon as your child arrives we will ask them to wash their hands, there will be frequent handwashing throughout the day.
- All rooms will be well ventilated with the doors and windows open.
- In years 1 -4 the children will sit in rows facing the front. They will share a table with another child. They will be frequently reminded to keep a 2 metre distance from the adults in the room.
- In Nursery and Reception, the children will be kept apart as much as possible and when they are working in groups will work outside or very spread out around a table. Each

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register group will be kept as separate as possible. The adults will attempt to keep 2 metres from your child as much as possible.

- Your child will have their own pencil, pen, rubber, glue and scissors in a named wallet.
- We will clean shared equipment thoroughly and frequently.
- In years Reception-Year 4 children will bring home a reading book on Mondays and return the book on Thursdays for quarantine.
- We will clean tables and chairs and frequently touched areas regularly throughout the day.
- Your children should wear uniform, if you run out of clean uniform then other clothes (preferably in blue or black may be worn). Children are able to wear additional jumpers or coats in the classroom when it is cold as the windows will be open.
- If your child's school shoes have become too small then they may wear another pair of suitable shoes until you are able to get them to a shoe shop for a proper fitting.
- Your child will need a clearly named water bottle –in reception to year 4 this will be sent home daily to be hot washed and cleaned. In nursery, your child's water bottle can stay for the week; it will be cleaned daily and sent home at the end of your child's nursery week.
- At playtime, your child will be in a designated area on the playground.
- Years Nursery-Year 2 will have a government funded snack each day, children in years 3 and 4 need to bring a fruit or vegetable snack each day unless you have already paid for this terms snack.

Lunchtime:

- Nursery, Reception, Year 1 and Year 2 will be able to eat their school dinner in the dining room or in the hall, which is now a second dining room.
- If your child is in Year 3 or Year 4 they will have their lunch in their classroom every day. They will have access to the full menu but will have to have the set meal. If your child chooses Sausage and Mash, that is what they will be given, they cannot swap to Sausages and Pasta, for example.
- Lunch from home must be brought in disposable bags, your child will throw away the rubbish and any left over lunch themselves (do not send in reusable lunch bags). Make sure your children can open everything in their lunch bag.

PE

- Children in Reception and Year 1 must come to school in their PE kit on PE days (the classroom teams will advise you of the correct days) your children will need to have their uniform and school shoes in a bag to change into after PE. Children in years 2-4 should bring in a PE kit on a Monday which we will keep for the week before sending it home to be washed. If it has been very rainy and the kit is wet and muddy, we will send it home on the day it has been used.

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Other issues:

- The current advice is that children will not need masks but staff will be wearing them to carry out intimate care and first aid and some of our staff may choose to wear a face mask or covering during the day; please talk to your child about this so they are forewarned. If you wish your child to wear a mask they must be able to put it on themselves, as the adults will not be able to get close enough to help. Research shows that when children wear a mask they touch their faces more often, which can increase the danger of catching COVID-19. As masks carry a high risk of spreading infection, if we felt your child was unsafe with a mask we would ask them to take it off and place it in the bin or in their bag. So therefore, we would recommend your children do not wear masks.
- We ask that children do not bring in their own hand sanitiser as we have enough in school and we cannot monitor the use of individual hand sanitisers. Likewise, any other creams such as hand cream should not be brought to school. If your child has sore hands please talk to your GP and see if you can get something on prescription, this can then be kept in school and your child's use of it monitored. If your child is unable to use hand sanitiser, please let the office know.
- Staff Testing – staff are now using lateral flow tests twice a week in order to ensure they do not have asymptomatic COVID-19.

If your child becomes ill:

If a child becomes ill in school, showing symptoms of COVID-19: a temperature, a continuous cough or loss of the sense of smell or taste, they will be taken to an isolation room and remotely supervised by an adult wearing a mask and full PPE until you collect them.

Please **do not** send your child to school if they are displaying any of the COVID-19 symptoms of temperature of above 37.8 deg C or more, have a dry continuous cough or loss of taste or smell or if anyone in the household has these symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>. The current advice is that you no longer need to take a child's temperature with a thermometer; they should be kept off school if they feel warmer than usual on their chest and back.

We need you or your child to get a test if you are displaying any symptoms so that we know if we have COVID-19 in school as soon as possible. **If a member of the household has COVID-19 symptoms, they should stay at home for 10 days from the beginning of the symptoms and the rest of the household should self-isolate for 10 days.** Any child sent home showing symptoms would only be allowed back on site before the 10-day self-isolation period is up if they have an official letter or email confirming they had been tested and the result was negative. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
If a child or adult in the year group is tested positive for COVID-19, it is likely that PHE will ask all in that year group to stay at home for 10 days and only be tested if they show symptoms.

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Following government guidelines:

Remember that although school is open, we are still in a national lockdown. Keeping our children and staff safe depends upon you all strictly following social distancing guidelines outside of school and following the guidance about keeping them away from school if necessary. This includes not mixing with other households, except in the case of support bubbles.

Please look at our risk assessment, which is attached to the email with this letter and on our school website in the Parents section, under COVID-19 information.

Between now and returning next Monday there are a few things that you can do that will help us keep our staff safe. Please remind your children of the following:

- How to put on and take off their shoes themselves
- How to get dressed and undressed as independently as possible
- How to cut their own food with a knife and fork (if they have a school lunch)
- How to do up their coat
- How to wash their hands properly for 20 seconds
- How to cough or sneeze into a tissue and put this straight away in the bin.
- If they are having packed lunch, make sure they can open everything that goes in their lunch themselves – if necessary cut the tops of the crisp packets and transfer yoghurts into tubs rather than the tubes that need the tops cut off
- Prepare your child for adults wearing masks

Returning Chrome Books

If you have borrowed a chrome book or other device from school, please return this to the classroom on your child's first day back in school. If the weather is fine, there will be a collection box outside each classroom door. If it is raining, there will a box inside the classroom and your child can carry it in. We will email you a copy of the borrowing agreement, signed by school to show you have returned the device. Please return all items loaned to you in the original box, including the power lead and any instruction manuals.

We look forward to seeing your children next week, if the guidance changes then of course our procedures will change and I will be in touch again. Please keep referring to this letter and our school risk assessment to help prepare your child to come into school. We look forward to welcoming everyone back.

Yours sincerely,

Mrs J Sherwood
Head Teacher

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