



Montalbo Nursery and Primary School

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Head Teacher: Mr C Minikin

7.06.20

Dear Parents and Carers

Plan for the Reopening of School on June 15th

I hope that you and your families are well. I am writing to inform you of the plan to open on June 15th to Nursery, Reception, Year 1 and Year 6, plus the children of key workers and vulnerable families. Whilst again we have been planning and preparing, it is important to still recognise the plan is subject to change, should we receive further guidance from the Local Authority or Department for Education, or have issues concerning staffing levels.

I understand that the decision on whether or not to send your child back to school is a difficult one, and each family's circumstances are different. I also appreciate that you might want to send your child back at a later time before the end of term, and this is fine too.

I would be grateful if you could complete a survey to help us to plan effectively - a link for which is at the end of this letter. This applies even if you completed one previously. Thank you.

How are we planning the phased return at Montalbo?

I am grateful to the School Governors and members of the Senior Leadership Team for their help in interpreting the guidance and making sure the plan meets all of the requirements. The safety of children and staff is our absolute priority. The guidance talks of creating 'bubbles' by separating classes into smaller groups of no more than 15 children. These bubbles will be taught by the same teacher or teaching assistant each day, every day and where possible, two members of staff will be with each bubble. Due to the nature of these arrangements, it is possible that your child will not be placed with their usual class teacher. The classrooms will each have a distinct and separate outdoor area where much of their learning will take place. The reason for this is to ensure that the bubbles do not mix.

Organisation

Children of Key Workers whose year groups are returning will return with their usual year group; where the year group is not due to return they will form a new bubble (Y2-Y5). As a result of guidance, children in different year groups will be split in the following ways (A and B is for identification purposes only).

Nursery A – Mrs Patterson and Miss Moody- taught in Nursery

Nursery B – Mrs Miller and Miss Rudge - taught in the Reception Classroom

Reception A – Miss Lauder and Mrs Thomas – taught in Club Room

Reception B – Miss Bean and Miss Earl – taught in Year 4 classroom

Year 1 A – Mrs Newton and Mrs Spence – taught in Year 2 classroom

Year 1B – Miss Scott - taught in Year 1 classroom

Year 6A – Miss Richardson – taught in Year 6 classroom

Year 6B – Mrs Leonard – taught in Year 5 classroom

Key workers Year 2-5 – Mrs Daniels and Mrs Dupuy – taught in Year 3 classroom

Once we have confirmed numbers, we will be in touch with you to let you know which bubble your child will be in.

Arrangements within school

The children will stay in their bubbles with the same staff and children each day and they will not mix with children from other bubbles. Break times will be staggered with the bubbles accessing separate areas of the school site. Packed Lunches will be eaten within the classroom or in the bubble's outdoor space. School can provide these or children can bring their own labelled packed lunch which should be in a bag which can be disposed of after eating. We are not offering hot meals at this time but will review this once we have seen how the initial plan is working. Water bottles should be filled at home, taken home and cleaned thoroughly each day as the water cooler will not be available for use.

Children will not be required to bring anything apart from clothing that they are wearing, packed lunch and water bottle. Book packets and work books will not be going backwards and forwards. Children will work in books at school and they will stay in school. Unfortunately, reading books will not be sent home during this period.

If you need some information from the School Office, you must phone or email to make an appointment and cannot arrive without prior confirmation.

First Aid

First Aid trained staff are present in each year group to advise and to support with first aid issues. Where there is a greater need, school will contact parents/seek medical assistance as necessary.

Uniform

The guidance also suggests wearing clean clothes each day to reduce risks. As a result, school uniform expectations will be relaxed. Children can still come in school uniform, but could also wear sportswear or casual clothing during this period. Please think about the suitability of the clothing for the weather and school environment i.e. no cropped tops and high heels!

What will the children be learning?

We recognise that not all parents will send their child back to school. We will continue to offer home learning opportunities on our website as we have for the past few weeks. In the interests of fairness to all children, the lessons at school will also follow the activities timetabled for home learning. In essence, both groups will be doing the same thing.

Drop off and pick ups

The guidance from the Department for Education suggests staggered drop off and pick up times to try and reduce the amount of people in the vicinity of the school site. In order to try and minimise the spread of infection, it also recommends that most parents do not come on site at drop off and pick up times. Exceptions are parents/carers of Nursery and Reception children where one adult will be allowed to drop off or pick up from signposted areas near to their classroom. Adults and children will have to follow the one-way system around school to allow for social distancing along the narrower footpaths, going around the back of the nursery until they come to their bubble's classroom door. [This information is on the site plan](#)

[which can be found here.](#) Staff will be on hand to direct children to their door and parents to the correct pick up area until the system becomes embedded.

At the end of the day, your child will be brought to the school gate to be handed over to their trusted adult. For nursery and reception children, one adult will need to wait in the signposted pick up areas near to the child's classroom.

Wraparound care- this will need to take place within the bubble and you must drop off or pick up at the times stipulated if you require care. This is to avoid children coming in at various times making it harder to monitor. During breakfast/after school care most bubbles will have one member of staff rather than two. Care drop off is at 7.45am only and Care pick up is at 4.30pm only. For clarification, you cannot drop your child off at 8am, for example. Children will need to bring their own snacks for after school club. There will be a flat rate of £2 charged per session accessed.

Timings of the school day

Nursery timings

8:30am Drop Off Midday 11.45am Pick Up or 3:00pm Pick Up (near bubble classroom)

Reception

8:45am Drop Off 3:15pm Pick Up (near bubble classroom)

Year 1

9:00am Drop Off 3:30pm Pick Up (at main gate)

Year 6

9.15am Drop Off 3:40pm Pick Up (at main gate - please accompany Year 6 to and from site)

Mixed Age Key Workers (Y2-5)

8.55am Drop Off 3.25pm Pick Up (at main gate)

All bubbles have the option of wraparound care - 7.45am drop off and 4.30pm pickup. A Year 1 parent, for example, may not require breakfast club but may need after school care and their child's school day would be 9.00-4.30pm

Which other measures will be in place?

The children and staff will be expected to follow excellent hand hygiene routines. Hands will be washed regularly throughout the day: on arrival, before break, after break, before lunch, after lunch, after toileting, after coughing or sneezing into a tissue and before leaving. This is the minimum expectation and children will also be reminded not to touch their face, to sneeze or cough into a tissue (and bin it) and to adhere to social distancing. I think everyone will be aware of how difficult social distancing will be in particular for Nursery, Reception and Year 1 children, but we will try. All classrooms have had excess furniture removed, as well as fabrics and anything that cannot be cleaned effectively each day. [Here is a link to how the classrooms look now.](#) Each bubble will have their own toilet (either within classrooms or close by).

All Risk Assessments will be in place in line with Government and Durham County Council guidelines. The 45-page checklist has been used in this process and Risk Assessments will be in place for those with additional needs. Children will not be allowed to wander unaccompanied around the site and staff will continue to be friendly and reassuring whilst socially distancing. We fully grasp that this situation will be very strange for all.

The Local Authority has issued a new cleaning schedule which we will be following. Further information from the DfE that we will be following can be found here: - <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

The document above notes the importance of not sending children to school if they are unwell. If you are in any doubts over their health, please do not send them in. This applies to any illness such as a cold or headaches. Transparency between home and school at this time is crucial. The guidance explains what to do if a child displays symptoms whilst at school and using a space where they can be isolated, which will be the staffroom. The staffroom will not be used for any other purpose during this period.

The document also states: -

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

This is important to recognise as if we had a confirmed case within the bubble then the rules above apply. If it is a confirmed staff case, it is possible that the bubble would not be able to return until the staff member recovered as the staffing model proposed uses all available staff.

Will I be fined if I don't send my child to school?

No. We fully understand that parents may choose that, although the school and Nursery will put every possible sensible safety contingency in place, it is impossible to guarantee that the virus will not be in school at some point. For that reason, the Government are not fining parents if you decide that your child will not attend school. If, having considered everything, you decide to keep your child at home, that is understandable under the current circumstances. Several parents explained that they or family members were shielding and expressed concerns over this. We recommend that you refer carefully to the guidance when making your decision.

Questions If you have any further questions, please email montalbo@durhamlearning.net

I would very grateful if you could complete the survey below by Wednesday to help us plan in more detail.

<http://www.montalbo.durham.sch.uk/reopening-surveys/>

Yours sincerely

Mr Minikin

Head Teacher