

Head Teacher: Michelle Lauder

Tel: (0191) 456 2470  
Fax: (0191) 455 4510



Laygate Lane  
South Shields  
Tyne & Wear  
NE33 4JJ

info@laygate.s-tyneside.sch.uk  
www.laygatecommunityschool.co.uk

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## Information about a Potential Return to School for children in Nursery, Reception, Year 1 and Year 6

Dear Parents/Carers

As you will be aware the Government has announced a **potential** return to school on June 1<sup>st</sup> for all children currently in Nursery, Reception, Year 1 and Year 6, along with children of key workers and children identified as vulnerable in Years 2, 3, 4 and 5. Please note, this is not definite and relies on the COVID-19 infection rates over the next few weeks.

Following this announcement, we have been planning and preparing the school site along with our policies and procedures to ensure school is 'COVID-19 Safe' for us all.

### **Measures that will be in place to minimise the risk of infection transmission**

#### Cleaning

Over the next 2 weeks our cleaners will carry out deep cleaning of the whole school. As of June 1<sup>st</sup>, they will continue deep cleaning across the school at the end of the school day. During the day, all rooms being used by children and staff will be supplied with COSH approved cleaning fluid in spray bottles and cloths. This will allow staff after each teaching session to clean surfaces and equipment used.

#### Site Management

Signs and arrows will be clearly displayed in and around school to ensure movement around both the indoor and outdoor areas are followed by everyone. Staff will stand at key points during drop off and pick up times to supervise the movement of individuals. During the school day, staff are responsible for ensuring movement around school follows the one way systems in place. **At all times 2-meter distancing will be encouraged.**

Drop off and pick up times will be staggered to minimise the number of people on site at any one time and to support social distancing.

Nursery, Reception and Year 1 will enter and leave the school site using the Dixon Street entrance. A one-way system will be set around the Early Years and Key Stage 1 building, where the children will be based.

Year 6 and children of key workers in Years 2, 3, 4 and 5 will enter and leave the school site via the school car park near to Chichester metro. A safe walkway will be clearly marked out for pedestrians. Children in these year groups will be based in the Key Stage 2 building.

All children will have allocated doors for staggered drop off and pick up times. Parents will need to ensure the 2-meter distancing at all times with staff, other children and parents. Pick up and drop off will be controlled by the staff from designated areas. We would ask you to stand behind the lines and wait for your child patiently.



## Hygiene

Hand gel dispensers have been fitted in the buildings at key entry points. Staff and children will use these when entering and exiting the building.

Every room used by staff and children will be supplied with hand gel, soap, extra paper towels and tissues. All children and staff will wash their hands thoroughly at regular intervals throughout the day. Hand gel will be used by all staff and children entering and leaving the dining hall.

Public health advice on sneezing and coughing will be followed.

Equipment used by the children will be limited. Older children will be given their own equipment to use which has been cleaned and they will keep this in their own drawer. Unfortunately sharing will not be encouraged. For younger children, staff will control the use of equipment and ensure regular cleaning of this is carried out.

Whilst ensuring the privacy of children accessing the toilets throughout the day staff will monitor the use of designated toilets to ensure a limited number of children access at any one time. This will avoid overcrowding, support social distancing and ensure children wash their hands.

## Class Sizes and Staffing

We aim to have class sizes no larger than 10 which is smaller than the Government recommendation. The group will have assigned staff who will work with this group of children. Depending on the numbers of children who attend will determine how many staff work with the children over the course of the week. It will however always be the same group of staff working with the same children. We plan to keep this group and the staff together for the foreseeable future to reduce the risk of potential transmission of the virus.

Each group will stay together throughout the school day, every day. The group will learn together, play together, and eat lunch together. Social distancing will be encouraged at all times.

Timetables have been put together to ensure the different groups of children do not mix throughout the day. Playtimes and lunchtimes are staggered and groups will use specific outdoor areas to play and will not come into contact with staff or children from another group.

## Social Distancing

The Government has stated that it is hard for children, particularly younger children to socially distance from their peers. We are all concerned about this. Staff will enforce this as far as they possibly can but I need to make it clear that there may well be times during the day children will be closer to each other than the recommended 2 meters. Children like to play with others and are sociable. Staff will continue to remind children of the importance of social distancing and if children are seen too close to each other they will interrupt the play to move the children apart.

## Lunch times

For children in all year groups, except Nursery, a hot dinner will be provided. Further information on Nursery will be released next week.

Only one group of 10 will occupy the dining hall at any one time as lunches are staggered. Following the one way system in place, trays, plates and cutlery will be handed out by the group staff. Only 1 child at a time will be served at the hatch. The others will wait maintaining social distancing. Children will sit 3 to a table which allows a 2-meter distance between the children and tables will be appropriately spread out in the hall space. Once all children have finished they will be taken to their designated play area avoiding contact with the other groups. Dining tables will be cleaned ready for the next group.

## Free School Meal Vouchers

Any child attending school from June 1<sup>st</sup> will no longer receive the free school meal vouchers as meals are being provided in school.

Free school meals vouchers will continue to be issued to families of children who do not attend school.

## School Office and Communication

At this time, we are asking parents to avoid coming to the school office. We are encouraging a minimal number of adults to be on site. Communication can be through text messaging, by telephone and through email.

If you feel there is no option but to come to the office, only one parent will be permitted in the office reception area at one time. Staff will speak to you with the glass hatch closed and deal with your query.

If you need to speak to another member of staff about an urgent matter, and cannot do this via the phone, an appointment will have to be made in advance. When entering the school building new hygiene procedures and social distancing guidance must be followed.

## Dinner Money

School will operate a cashless system from 1<sup>st</sup> June 2020. Please do not bring money into school to pay for school dinners. All payments will have to be made through 'Parent Pay'. Details of this will be sent out again to help those of you who do not use this to set it up.

## Teaching and Learning

I am sure you can appreciate the school day is going to be very different for the children and the staff. Timetables and routines will be in place and the children will be taught by the teachers and teaching assistants whilst maintaining social distancing.

An appropriate curriculum will be delivered and will support development of phonics, reading, writing and maths. Other curriculum areas will be taught but lessons will be managed very differently due to having to restrict the use of practical equipment by lots of people and the need to thoroughly clean it afterwards. Outdoor learning will take place as often as we can. Areas for this will be timetabled so children and staff do not mix with other children.

## Request for your help

I hope you have found this information useful and it shows how we have a lot of measures in place to create a 'COVID-19 Safe' environment for everyone. A return to school is not going to be easy and does come with risk. We have tried to minimise risk as much as we can and I know we will constantly be adapting our policy and procedures as we all learn more.

After reading this information, please consider carefully whether or not you intend to send your child/ren back to school. I understand it is a difficult decision but the decision is yours. Talk to your child about this information to prepare them for school which is going to be very different.

I would appreciate it if you **would inform school by 3:00pm on Tuesday 19th May 2020 whether or not you intend to send your child/ren back to school.** This will help me to arrange groupings, allocate staff and tweak timetables to ensure the smoothest, safe return to school for everyone. Once this has been done further information will be given to parents.

Stay safe and well.

Michelle Lauder  
Head Teacher

