



Headteacher

Joy Luxford BA, PGCE, NPQH

September 2020

Dear Parents & Carers,

School Opening - Responding to Covid-19 Government Guidelines

It has been great to be able to start welcoming back children to school and thank you for being so understanding with all of the new arrangements we have put in place for Covid safety. The new government guidelines came into force on Monday and we all need to try to help prevent the spread of the virus. We want to assure you that safety of our children, families and staff is paramount. To help us achieve this, the following procedures will need to be adhered to:

- If you know that your child is not attending school on any particular day it is imperative that you let the school know. Office staff will call if they have not heard from you to ensure that your child is not ill with COVID-19 symptoms.

Due to the new drop off and collection system – we must ask you all to be very punctual as we need to staff the various gates and doors at set times of the day. This applies to all sessions – **including Breakfast and After School Club**. Unfortunately we do not have the capacity for children to arrive or leave on a rolling programme throughout the wraparound provision as was possible previously – **so you will need to drop and collect your child at the times specified** – many thanks!

- **Dropping off times for every class are as follows:**
 - Breakfast Club: 8.00am
 - Morning Session: between 8:45am & 9:00am
 - Afternoon Session: 12.30pm
- **Collection times are:**
 - Morning Session: 11.45am
 - Afternoon Session: 3.00pm or 3.30pm (agreed at the beginning of the year – same time each day)
 - After School Club: 4.00pm or 5.00pm

Drop off and Collection areas:

Orange Class:

Parents and Carers may enter the site either through the park or via the Main Icknield Way entrance gate, and take their child to Orange Class external door (from Icknield Way - gate to the left before Reception). This is also where you will collect your child at the end of their session – **except for After School Club where collection is from Red Classroom Door**

Purple and Red Classes:

Please enter the site via the metal gate between the 0-3 Unit and Staff Car Park, and go through the tall wooden gate and then through the soft surface playground. Children can then be dropped and collected from their classroom doors. This is also where you will collect your child at the end of their session. **All Red and Purple children in After School Club can be collected from Red Classroom Door.**

Silver, Green, Blue & Yellow Classes:

Drop Off:

Breakfast Club: Please enter the site via the metal gate between the 0-3 Unit and Staff Car Park, and go through the tall wooden gate and along the path up to the Conservatory door, where a member of staff will welcome your child. **Please bring your child for 8.00am – thank you.**

Morning & Afternoon Sessions: Please enter through the park, and queue on the markers by Silver Class Garden gate. Please go through the garden to your child's classroom door for dropping off (one parent or carer per child only please where possible). You will then need to continue through the playground and leave the site via the path running between the 0-3s playground and Staff Car Park, exiting on Icknield Way.

Collection:

Morning and Afternoon Session: for collection, staff members will bring the children from Silver, Green, Blue and Yellow Classes to the Silver Class Garden gate at **11.45am** and either **3.00pm** or **3.30pm** (same time each day) and parents and carers can collect from the gate. They will then continue past Reception and exit on to Icknield Way.

After School Club: Collection times are **4.00pm** or **5.00pm** (pre booked). The children from 3-5s After School Club will be brought to the narrow wooden gate at the top of the steps by Silver Class garden – please ensure that you are there to collect your child – many thanks.

Further information for all children:

- Conversations with the teacher may be hard, due to distancing and timeframe. Please use the school email or telephone where possible to discuss any concerns. Amanda and Lois (our Family Worker & Assistant Family Worker) may also be able to help you.
- It is preferred that one adult drops your child into school. Any younger children must be in pushchair or carried at all times and older children must remain next to you at all times and adhere to social distancing guidelines.
- If someone else besides the usual parent is picking up, please ensure you call ahead and let the office staff know. You will also need to give the office and the person collecting a Password.
- No toys, water bottles, or lunch boxes to come into school please as we will provide everything to minimise contamination. (including comfort toys)
- Where a child appears to become ill during the school day, they will be isolated from the other children, and moved to a waiting area with a member of staff – they will be read stories or listen to music while waiting to be picked up. They must be collected within **30 minutes**.
- For information regarding the procedures of a suspected or confirmed case of Covid-19 in school, please see the attached 'What Happens If?' notice, sent with this letter.
- You will be asked to support your child to learn how to wash their hands properly, how to use a tissue and how to pull up their clothes independently (as age appropriate). All of these things will really help with infection control, as well as the children's independence skills.
- Letters to parents & carers will come through email via 'Teacher2Parents'. Please ensure that the school has your up-to-date email address so that you are kept informed.
- We are scheduling a **Virtual Meeting** in the next couple of weeks to share our curriculum with you, and this will also be an opportunity to ask any questions you may have regarding our new systems. Again – we will need your email address to send the invitation.
- Bags: Please provide a named rucksack with change of clothes, which will remain on your child's school peg in case of need.
- **Nursery Lunch:** We are providing hot midday meals for all children who are due to stay over lunchtime. There will be a daily charge of £7 which will cover both the lunchtime childcare and the meal. Unfortunately we are unable to refund this if your child is absent.

Many thanks indeed for your support. These are very strange times – but we will rise the challenge together as ever – and will always put the children first! If you have any questions, please contact the school on: admin@grasmere.nurseryluton.com

All best wishes, Take care and keep safe

Joy Luxford
Headteacher