



Laleham Church of England Primary School

The Broadway, Laleham, Staines-upon-Thames TW18 1SB

Tel: 01784 453556

E-mail: info@laleham.surrey.sch.uk

Website: www.lalehamcofeprimaryschool.co.uk

Tuesday 14th July

Dear Parents/Carers,

Further to our letter dated 9th July, we would like to expand on some of our plans for September; how we will support the children both academically and emotionally, the practicalities involved, and some of the restrictions within which we will be working.

The Laleham team are very much looking forward to getting back to a 'new normal', and are delighted to be welcoming all our pupils back in September.

Please be assured that all our plans and procedures are being kept under continual review by governors and senior leaders in these rapidly changing times.

God bless,

Neil Meehan
Executive Head

Andrea McWilliams-Bowe
Head of School



Executive Headteacher
Mr N A Meehan



Head of School
Mrs A McWilliams-Bowe



Chair Of Governors
Mrs C Batt

Attendance

From September 2020, the expectation is that all children who can do so safely must return to school. The government has been clear that it will be very strict on school attendance and punctuality, with the reinstatement of fines for poor attendance.

Attendance has always been a high priority at Laleham. In order for the children to get maximum benefit from their education, they must be at school. Home Learning will only be provided in exceptional circumstances for children who genuinely cannot attend, for example they are shielding due to a medical condition (in line with current guidance). This will only be granted after a discussion between the parent and a member of the Senior Leadership Team of the school.

If your child is unwell, you must inform the school as soon as possible of the reason for absence, stating clearly what your child's symptoms are, and if you have arranged for a COVID-19 test. We ask that you inform us of the outcome of the test as soon as possible so that we can take any appropriate steps to safeguard others and prevent any spread of infection.

Classroom organisation

Children will remain in class 'bubbles' of 30 with exception to EYFS, Year 5 and Year 6.

Why are some year groups 'bubbles' of 60?

Some year groups will need to swap classes for Maths in order to accelerate learning and enable 'catch up' sessions. EYFS provision will be free flow as normal.

In the classroom

- Pupils will be regularly reminded of hand washing throughout the day, including before snack or lunch time, after going to the toilet or sneezing.
- Children will be reminded only to cough or sneeze into a tissue or into their elbow and to touch their face as little as possible.
- Classrooms will remain well ventilated throughout the day, with windows and doors open as much as possible.
- Children will be arranged in forward facing rows where appropriate (this will not apply to Reception where continuous free flow is essential to their learning).
- Children will line up when coming into class from break and lunch times, in row order, to wash their hands on entry and to ease movement into classrooms. This means children will avoid having to pass each other once seated.
- Where staff have to work with individual children or small groups from more than one bubble, care will be taken to maintain social distancing, wherever possible.
- Marking of books will resume, with staff taking care to wash their hands before and after handling each set of books, and take appropriate protective measures when live marking (marking in the classroom during the lesson).

Specialist Intervention: individual and small group

The school has made plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) or in small groups as follows:

- Staff wash hands before and after working with children.
- A space is identified for the intervention to take place, and set up with separate desks placed a suitable distance apart.
- All equipment will be set up in the room in advance of the session for 1:1, small groups will bring their own equipment which may not be shared.
- Staff will go to the children's classrooms, standing at the entrance of the room to collect them (not entering the classroom).

- The children follow the staff member at a distance to the identified area and return to class afterwards in the same way.
- After the child has returned to class, the member of staff will clean the desk areas and wash any equipment that needs to be used by another child.

What will the first week look like?

Our priority for September will be settling children into their new classes, helping them to re-engage with the routines of school and the learning process. Further details of our 'Recovery Curriculum' will be communicated in September.

What will happen at break and lunch times?

Children will remain in their bubbles at break time, and will not be able to mix with those from other bubbles. They will take their breaks over a staggered period of time and stay in designated areas of the playground with resources that can be shared within their class only.

Lunch time Arrangements

Children will remain in their bubbles at lunchtime, and will not be able to mix with those from other bubbles. Our catering company can provide *all children with a packed lunch* from Wednesday 2nd September. This will be free to children in Reception, Year 1 and Year 2, and to other pupils in other year groups, whose family are eligible for free school meals. If you would like a packed lunch provided by Twelve 15, please order online as normal by midnight the day before the lunch is required. If an order is not placed it will be assumed that a lunch will be provided from home.

All other children can bring in their own packed lunch with a snack for break. All lunches will be eaten in their designated classrooms. Weather permitting, we hope the children can eat outside.

In these rapidly changing times these plans and procedures will be regularly kept under review by governors and senior leaders.

How will the staggered times work at beginning and end of the day?

The school will operate staggered start and finish times, using both entrances. Parents will not be allowed on site.

Year R	Children in Reception will be dropped off at the Staines Road entrance . Drop off times will start from 9.10am to 9.20am . Parents must collect their children at 3.15pm from the Staines Road entrance .
Year 1	Children in Year 1 will be dropped off at the Broadway entrance . Drop off times will start from 8.40am to 8.50am . Parents must collect their children at 2.55pm from the Broadway entrance .
Year 2	Children in Year 2 will be dropped off at the Staines Road entrance . Drop off times will start from 8.50am to 9.00am . Parents must collect their children at 3.05pm from the Staines Road entrance . <i>Please note there is no parking for parents in the staff car park. Parents should park in the usual way and walk around.</i>
Year 3	Children in Year 3 will be dropped off at the Broadway entrance . Drop off times will start from 8.50am to 9.00am . Parents must collect their children at 3.15pm from the Broadway entrance .
Year 4	Children in Year 4 will be dropped off at the Broadway entrance . Drop off times will start from 9.00am to 9.10am . Parents must collect their children at 3.25pm from the Broadway entrance .

Year 5	<p>Children in Year 5 will be dropped off at the Staines Road entrance. Drop off times will start from 9.00am to 9.10am. Parents must collect their children at 3.25pm from the Staines Road entrance.</p> <p><i>Please note there is no parking for parents in the staff car park. Parents should park in the usual way and walk around.</i></p>
Year 6	<p>Children in Year 6 will be dropped off at the Braodway entrance. Drop off times will start from 9.10am to 9.15am. Parents must collect their children at 3.35pm from the Broadway entrance.</p> <p><i>Please note there is no parking for parents in the staff car park. Parents should park in the usual way and walk around.</i></p>

As mentioned in our previous letter, there will be a 'soft start' in the morning. Children will sanitize their hands outside their classrooms.

As we begin the term, these arrangements will be kept under constant review.

Can parents use Morning and After School Clubs?

Although government guidelines allow for the provision of wrap around care, it is recognised that schools will need to build this up over time. The DfE clearly states ' that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils'.

Moving forward, the school will be in discussion with providers on how to use small, consistent groups for morning and after school clubs later on in the autumn term. This is logistically challenging and will be under constant review as we start the new term.

What does my child need to bring in everyday?

Your child needs to bring in their own book bag, a water bottle, pencil case to include glue stick, scissors and handwriting pen if required and a break time snack. Children will need to take responsibility for packing and unpacking their own bags.

Year 6 children may bring mobile phones to school if they are not being escorted to school by an adult. This will be kept in their bag and it is their responsibility to ensure it is switched off.

What will my child need to wear?

From September, our children should wear school uniform.

PE Kits

In September, we will be asking all children to come into school wearing their PE kits on their PE days. You will receive more information about which days your child will be having PE in the first week back at school.

What will happen around the school?

Information posters around hand washing, social distancing and other hygiene measures will be displayed across the school site to ensure everybody is aware at all times

Each class of 30 will be kept separate on the school site as much as possible. It is recognised that moving along corridors, keeping widely apart as possible is low risk.

As much as possible, we will ensure that children have plenty of time outside in fresh air, weather permitting, in their separate groups.

Hand sanitising will be available from the sanitising stations located at the entrance to all buildings.

Can children wear face coverings?

The government guidance does not recommend wearing face coverings in schools by children or staff unless they are treating a child that is showing symptoms of coronavirus.

We have been advised that pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom.

What if my child becomes ill?

Usual rules around vomiting and diarrhoea will apply; children must stay away from school for 48 hours. If your child is sent home with non-COVID symptoms, follow our normal guidelines.

If your child needs to be absent from school, please leave a message giving the reason for absence, stating clearly if they are showing symptoms of COVID-19 or not.

Suspected COVID-19 in school

Guidance is that all children showing symptoms should be sent home immediately and will self-isolate for 7 days, while their household self-isolates for 14 days. This includes showing a temperature, or presenting with a persistent cough while they are at school. If symptoms are recorded at school, and a child is subsequently sent home, the decision of the school is final and non-negotiable. Anyone with symptoms can and should get a test for COVID-19. If a child tests negative, they can return to school.

Confirmed COVID-19 in school

If a child or member of staff tests positive for COVID-19, all children and adults from their bubble will have to self-isolate for 14 days. This will include any other groups they have taken part in, for example morning or after-school clubs when operating.

From September, if your child tests positive over a weekend or during October half term, please inform the school as soon as possible via email to info@laleham.surrey.sch.uk so that we can take appropriate steps to close the relevant bubbles and prevent spread.

If the school has more than one confirmed case within 2 weeks, Public Health England may treat this as an outbreak. This may include complete school closure for a particular year group or for all children and staff for a set period. Should this happen, we will be guided by Public Health and the Local Authority.

Localised lockdown arrangements

We need to be prepared for short notice local lockdown arrangements, as recently seen in Leicester. Should a local lockdown be enforced, it is highly likely that all children other than critical worker and priority groups (such as those children with an EHCP or a social worker) will need to return to accessing remote learning for the duration of the lockdown.

Critical worker and other priority groups

The parents of all children who have been attending school over the last few weeks have provided evidence that they are critical workers. We are keeping this evidence on file so that we have lists ready of which children should continue to attend school alongside other priority groups, such as children with an EHCP or those with a social worker.

Depending on the circumstances of any further school closure due to a local lockdown or an outbreak of COVID-19 at school, we will be guided by Public Health England and the Local Authority on which, if any, children should continue to attend.

Children with SEND

Upon reopening, our EHCP provision and applications should return to normal, with outside agencies resuming their work to varying degrees.

Where children with SEND may need additional support with the health and safety measures and mental wellbeing, the school will put strategies into place to help this, e.g. adults wearing PPE where close contact may be needed, or social stories to explain different situations.

How will the school office operate?

The school office will be manned during opening hours to receive phone messages and emails. Be assured all messages will be passed to the relevant teachers or staff.

Please do not visit the school office; only essential visitors will be allowed on site with permission from the Executive Head or Head of school.

If we need to arrange meetings with parents or other professionals, these will be held by telephone or video call.

Parent Information evenings will be held virtually and dates/times will be circulated in September. Further information on Parent consultation evenings for the autumn term will be sent in due course. We look forward to working in partnership with you in September.