

# Ruislip Gardens Primary School



Friday 15<sup>th</sup> May 2020

Dear parents/carers of children in Nursery, Reception, Year 1 and Year 6,

I hope this letter finds you all safe and well in these unprecedented times.

The Government announced plans this week for primary schools to begin a phased return for children in Nursery, Reception, Year 1 and Year 6, from 1<sup>st</sup> June 2020, at the earliest.

We are currently looking at a range of possibilities and what we believe our school could safely manage based on thorough Covid-19 risk assessments. As part of this process we are seeking views from parents in Nursery, Reception, Year 1 and Year 6 classes as to whether you would consider sending your child(ren) back to school. We do understand that parents will want more detailed information about the measures school will be putting in place before they make a fully informed decision, and we are asking for an indication at this stage to aid our planning.

We have tried to answer as many of your questions as possible to give you the information to make an informed decision. Please read the information below carefully and then complete our Google form **by 12pm on Tuesday 19th May 2020**, to support us with this planning process:

<https://docs.google.com/forms/d/e/1FAIpQLSfEW9srzbpiUHO1B9Sqrok-SGGpCu7AEqaq7GFX6geI-ocnKA/viewform>

Alongside the decision to begin to open schools to more children, the Government published detailed guidance to schools to support us in maintaining a safe environment for children and staff to learn in. This guidance is also based on the Government's scientific advice. In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). At RGS, we are employing a range of approaches and actions in order to do this, for which we will need parental support. These controls create a safer system where the risk of transmission of infection is substantially reduced. These include:

- **minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



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Please watch the e-bug handwashing video with your child **before** they return to school

<https://e-bug.eu/>

In order to follow the government guidance, we have made significant changes to school procedures, which include:

- Staff coronavirus induction days on Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup> June
- Key worker and vulnerable children to continue to attend from Monday 1<sup>st</sup> June
- Social distancing within school to be maintained by all adults and children
- Phased return for selected year groups starting with Year 6 on Wednesday 3<sup>rd</sup> June
- No parents will be allowed on school site – children dropped/collected at the gates
- Staggered start and finish times
- Staggered break and lunch times
- Small groups of approximately 10 children (with no more than 15) who will be taught by the same members of staff, whenever possible, in the same classroom
- Your child will remain in the same group for all lessons and for break/lunch times
- Small groups of pupils and staff will stay away from other groups
- Each child will be given a specific space in the classroom which will not change
- Utilising classrooms in the new build to ensure maximum ventilation and more doors and lighting are automated (reducing the need to touch surfaces)
- Additional cleaning through the school day

In order to make the return of larger numbers of children in school a safe and enjoyable experience, we have had to put very detailed planning into place. This is subject to review and government guidance. We have tried to think of what your questions/queries might be and answer them below.

## *When will my child return to school?*

**Vulnerable and key worker children** – Monday 1<sup>st</sup> June

**Year 6** – Wednesday 3<sup>rd</sup> June

**Year 1** – Monday 8<sup>th</sup> June – this is subject to it all going well with Y6

**Nursery and Reception** – a return date will be reviewed in the week beginning 8<sup>th</sup> June as we will need to reevaluate how the phased return is working, staffing levels and how the phased return would work for our youngest children.

## *What are the dropping off and collection arrangements?*

One only adult per family will be allowed to drop off or collect their child. Please ensure children arrive on



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time and are collected promptly in accordance with the table below in order to help us maintain social distancing measures:

GROUP	DROP OFF TIME	DROP OFF LOCATION	COLLECTION TIME	COLLECTION LOCATION
<b>Vulnerable and key worker children</b>	8:30am – 8:40am	GATE 4 (main school office)	3:15pm	GATE 4 (main school office)
<b>Year 6</b>	8:40am – 8:50am	GATE 5 (adjacent to car park entrance)	3:15pm	GATE 5 (adjacent to car park entrance) or walk home alone
Under no circumstances will Year 6 be permitted to bring their mobile phones to school with them as we cannot risk the spread of the infection by phones being handled.				
<b>Year 1</b>	8:50am – 9:00am	GATE 2 (Nursery Gate)	3:00pm	GATE 2 (Nursery Gate) Parents to queue 2m apart on Stafford Road
<b>Nursery and Reception</b>	Arrangements will be confirmed when a return date is confirmed			

## What does my child need in school?

- All pupils should wear school uniform
- Trainers or plimsolls can be worn with uniform for PE/outdoor activities
- No PE kit or forest school kit
- No book bags or rucksacks
- Year 6 children to bring in their own pencil cases from home or collect their pencil cases from their classroom on Wednesday 3<sup>rd</sup> June. These will remain in school.
- Younger children will be allocated their own pencil/whiteboard pen etc.
- A named water bottle
- A named packed lunch (the school kitchen will be operational from Monday 8<sup>th</sup> June)
- Individual packet of tissues if you wish
- A box of tissues for the school – thank you
- Individual named hand sanitiser if you wish



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## *How can I contact the school?*

In the first instance please email the school at [officeemail@ruislipgardensschool.co.uk](mailto:officeemail@ruislipgardensschool.co.uk) or leave a voicemail on the school answerphone (the office is currently not staffed). You will not have an opportunity to enter into a dialogue with school staff at drop off or collection times as our priority will be the safety of the children, so all queries should come into the office email or you can contact your child's teacher on the class email.

## *Will school staff be using PPE when they look after my child?*

Government guidance is that PPE is not required in school unless it is usually required e.g. gloves when administering first aid. Additional PPE will be worn if there is a suspected case of Covid-19. I am offering staff the option of wearing a face mask, where social distancing is not possible.

## *Which systems will be in place to ensure good hygiene?*

- Children will wash their hands with soap and water upon arrival at school, before break, after break, before lunch, after lunch, when using the toilet and at the end of the day
- Children will be taught about social distancing and allocated their own personal space
- Children will be encouraged not to touch their faces
- We will limit the amount of equipment used and children will be reminded not to touch things unnecessarily
- The climbing frames and the outdoor gym will not be used
- Additional cleaning of toilets, door handles, surfaces etc. will be carried out throughout the day
- Bins will be regularly emptied of tissues
- Classrooms, communal areas and toilets will be thoroughly cleaned at the end of each day
- Staggered drops off and collection times and staggered break/lunch times

## *What are the arrangements for lunchtime?*

- Week commencing 1<sup>st</sup> June, Year 6 children will be asked to bring a packed lunch which will be eaten outside at the picnic benches or on the grass weather permitting
- Week commencing 8<sup>th</sup> June, the school kitchen will offer hot meals. Children will sit 2 metres apart in the dining hall. We will limit the amount of things touched e.g. cutlery and water beakers will already be laid out on tables. More details will follow about the menu and how to order hot lunches.

## *What will be the focus of the curriculum?*

Over the next half term, the priority is your child's mental wellbeing and safety. All children will continue to focus on basic skills in English and Maths with a balance of creative opportunities to enrich your child's learning. For children in Year 6, there will be a large focus on transition to Year 7 and ensuring they are ready for secondary school.



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## *What will happen if my child displays symptoms of Covid-19 at school?*

Any child or staff member displaying symptoms of Covid-19 (new, continuous cough or a high temperature) will be looked after in a separate allocated room and if needed, they will use a separate bathroom. The rooms used will be cleaned and disinfected before being used by anyone else. The staff member looking after your child may need to wear additional PPE. A parent will be asked to collect their child immediately and the child should self-isolate for 7 days; their fellow household members should self-isolate for 14 days. Children and staff displaying symptoms will be able to get a Covid-19 test. If the test is negative, they can return to school and fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their small group will be sent home and advised to self-isolate for 14 days.

## *What will happen if I choose not to send my child to school?*

If you choose not to send your child to school, we will continue to support your child with home learning activities via the school website. You will not be fined if you do not send your child to school. However, if you have indicated that your child will be attending school we will follow our usual absence procedures.

## *What will happen next?*

Once we have received responses from your Google forms, we will allocate children into small groups and finalise our plans. If your preferences change, please inform us via email to the school office. We will open our school to more children if we can do so safely and within the parameters set by government guidance.

If you would like to read more, please see additional government guidance for parents and carers.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Please do not hesitate to contact me via the office email address, should you have any questions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Miss O'Neill', written over a light blue horizontal line.

Miss O'Neill  
Deputy Head

