London Borough of Enfield

PRINCE OF WALES

PRIMARY SCHOOL

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Friday 22nd May 2020

Dear Parents/Carers

Returning to school week beginning 1st June 2020

I hope you are well. I would like to thank all parents for taking the time to complete the parent survey regarding a possible return to school after the half term holidays. This letter confirms that you requested for your child to return to school.

As you are aware, we will be starting the return in a phased manner. Due to starting numbers being low, we will be able to offer your child 4 days, from Monday to Thursday during the first period of reopening. Depending on demand for places after this, we may have to change to a 2-day rota system (either Monday/Tuesday or Thursday/Friday).
The 5-day critical workers' provision will continue separately.

Our school will be open for children in EYFS, Year 1 and Year 6 when the time is right. This may well be the week beginning 1st June but the government will not be giving us the go ahead until Thursday 28th May at the earliest so we are unable to confirm dates at this stage. We can however say that should the government go with their timetable our children will return on Wednesday 3rd June as Monday 1st and Tuesday 2nd are staff training days to familiarise with risk assessments, new policies, PPE use and making any amendments to the school site in case of new guidance.

Since the Government announced the guidance for children in Nursery, Reception, Year 1 and Year 6 to begin returning to school, we have spent many days planning and preparing staff and the school site, ready for re-opening. All areas have and will continue to be cleaned thoroughly. Please remember that the school has never closed; staff have been here the entire time, including the Easter holidays, to support critical worker children, so they are very used to the additional and robust safety and hygiene requirements.

Here are some important rules, which we need all parents to follow, in order to keep children, staff and parents safe.

We rely on every parent following our procedures, so that things run as smoothly and safely as possible. Sending your child to school means that you agree with and follow every one of these rules.

This information will of course be subject to change depending on local or national circumstances.

PARENTS WILL NOT BE PERMITTED TO GO TO THE OFFICE AT ANY TIME.

PLEASE PHONE THE SCHOOL OFFICE IF YOU NEED TO SPEAK TO SOMEONE.

Morning drop off and afternoon pick up and location

• Nursery and Reception	8:30am and 2:30pm	Woodlands car park
Year 1	8:40am and 2:40pm	Breakfast Club (old Nursery) playground
Year 6	8:50am and 2:50pm	Usual place in the play ground
Critical Workers	9:00am and 3:00pm	Community Room

- **Only one adult will be allowed to drop off and collect**
  We understand that siblings (and pushchairs) may need to come with parents but they must not be allowed to wander around the playground. If a different adult is collecting, please inform the school in advance.
  Please be patient as drop off and collection may take longer as a result of social distancing.
- **Year 6 pupils to come onto and leave school premises without an adult.**
- **All parents will maintain social distancing of 2 metres at all times.** This includes your child, too. Please take note of any markings, barriers, tape and cones.
- **A member of the Senior Leadership Team will be on the gate to welcome you and your child.** They will have a list of the children, who are due in on that day. If you are not on the list, you will be asked to leave. If you have arrived at the wrong gate, you will be asked to go to the appropriate gate.
- **PLEASE BE PROMPT for drop off and pick up.** We do not want children to wait for very long. Please also keep a 2 metre distance, if you are waiting on the pavements outside the school.
- **If children are late for arrival, they will need to come to office front door to be signed in. We request that you wait there outside until called. Please stay 2m away from others.**
- **If children are late to be picked up, they will be taken to the Community Room.**
- **Repeated lateness may lead to your child losing their place as this is an added risk to school staff and 'bubbles'.**
- **Parents must not congregate together outside or on the school site.** Our measures have been put in place for everyone's safety.
- **Pupils cannot play with each other before or after school in the playground or on the way home.**
- Your child will be placed in a room with certain children and adults that will not be allowed to mix with other groups. They will have breaks and lunch separately as well. We call these groups '**bubbles**'.

OTHER INFORMATION

Health and hygiene

- **Please take your child's temperature** before leaving the house each day and if raised please do not send in.
- Temperatures may be taken during the school day if a child displays any symptoms or looks unwell.
- If your child or anyone in the household shows any symptoms of the Coronavirus or seems unwell, please do NOT bring them into school. Phone the office to report your child's absence in the usual way.
- If your child shows any symptoms of the virus at school, or seems unwell, we will ask you to collect them promptly – please ensure that the school has 3 emergency numbers or at least that you have immediate access to your phone.
- If possible, we will encourage the child with symptoms to wear a face mask.
- When a child or adult show symptoms you must immediately make the earliest possible appointment to be tested for the covid virus.
- The children in the 'bubble' where a child or adult show symptoms will also be told to stay at or go home immediately. They will stay away from school until we are informed of the results.
  If the result is negative, the 'bubble' can return to school.
  If the result is positive, everyone in the 'bubble' will have to stay at home and self-isolate for 14 days.

- PPE is available to staff at school, if necessary. All key rooms are equipped with masks, aprons and gloves.
- According to Government guidance, masks and face coverings are not recommended in school. However, they will be worn when giving first aid treatment or when a child is showing symptoms and staff wait with the child for collection.
- Any basic first aid required will be administered, as usual, by a fully trained first aider (all support staff) within the class bubble. If at any point we feel that a child needs to have parental care or needs to be sent home, we will call the parent and insist that they are collected.
- Children cannot wear a face mask or gloves to or in school
- If your child does NOT follow the school expectations for keeping themselves and others clean and safe, we will ask you to collect them
- Please note, thorough cleans of all classrooms and other areas will take place every morning and on Fridays. Additional cleaning takes place throughout the day.
- **School packed lunches will be provided for all children in Reception and Year 1,** as they receive universal free school meals. If your child would rather a packed lunch from home, that is fine, too. **For children in Year 6, they will need to bring in a packed lunch**, unless they are in receipt of free school meals.

  Packed lunches should be placed in disposable wrapping and /or bag, NOT in a box.
- All children will be expected to bring in **a named water bottle.** This will be re-filled throughout the day. The water fountains have been switched off
- Children are **encouraged to wear comfortable clothing, suitable for outdoor learning and activities.** We would encourage summer clothing, but if this is not possible, short sleeved shirts. **Trainers are allowed to be worn**, as children will be spending a lot of their day outdoors. Please also bring **a named hat** every day, as the weather becomes warmer; suncream should be applied at home.

  Clothing must be washed as soon as children get home and clean clothing to be worn to school each day.
- **No scooters or bikes** will be allowed on the premises. Please keep them at home.
- **To minimise risk of contamination, no school bags will be required.** Home learning books and reading books will remain at home. Only a water bottle (or a packed lunch if in Year 6) will be necessary

The Government guidance has made it clear that class sizes will be reduced to encourage social distancing as best as possible. However, it is worth pointing out that the guidance states (DfE publication 11th May): ***We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.***

In order to promote safety of all our children and staff, we are implementing the following:

- **avoiding contact with anyone with symptoms**
- **frequent hand washing in class**
- **regular and increased cleaning of the school**
- **minimising contact and mixing**
- **limiting movement around the school.**
- **signs will be up around the school and in key areas to encourage social distancing.**
- **When queuing, we expect children (and parents) to adhere to a 2-metre rule.**
- **We will be promoting the following three rules in school:**

  STAY CLEAN, STAY APART, STAY PUT

I would like to thank you in advance for your support at this time. This situation is new to us all and we are having to adapt and change on a daily basis. We appreciate the positive messages and comments over the past two months, so keep them coming!

On behalf of the staff, if the Government confirms that it is safe to extend our opening to your children, I look forward to welcoming you back to Prince of Wales. For now, please continue to look after yourselves and your loved ones.

With my very best wishes

Mr Jan M Bless
Headteacher

Classrooms have been reorganised so that children will be at least 2 metres apart.