



Oughton Primary & Nursery School

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Headteacher: Mrs L Clayton

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29th May 2020

Dear Parents and Carers,

Yesterday, the Government announced that schools should be opening from 1st June. Following on from my last letter, I am writing to you to update you with further details for your child. I would ask that you read this letter carefully as it contains a lot of information.

As you are aware, I have formed many plans, based on copious announcements from the Government, a lot of Government Guidance, some of which has only just been released this week, HCC guidance plus our own Risk Assessment. We have looked at our staff numbers (some of whom are shielding), our numbers of children (some of whom will not be returning due to shielding or Parental wishes), our buildings and practice. Be aware, our plans minimise risk, we cannot eliminate risks completely as we are working in a school with families, staff and children, many of whom are the youngest in our school.

I have been impressed with the determination of our staff, who have worked tirelessly throughout this time to provide work for you, provide provision for Key Worker and vulnerable children – during holidays as well and have worked extremely hard to prepare rooms and plan for the children who may be returning to school. This has not been easy for us and I would like to thank the staff for their hard work and dedication to the children and families of Oughton.

Once again, I would ask that you do **not** compare our plans, with those of local Primary schools as each school has their own buildings with constraints, their own staff force with individual needs and various numbers of children in their schools. Each school is basing their plan on their own individual circumstances. I have already stated that in Oughton, we have a high level of part-time staff so I have needed more staff across the week. We also have a number of staff (Teachers, TAs and support staff) who are not able to either come into work or work directly with children due to either their own health needs or the health of family members.

I am aware that our plans may not suit every Parent and their individual circumstance. However, I have considered the school as a whole. As a Parent, you are making the decision to send your child back to school and need to understand that changes are in place. I have attached a home / school agreement, which by sending your child back to school next week, you are showing that you support the school and agree to follow the responsibilities noted. Failure to follow these guidelines could put others at risk.

Illness

One vital aspect of any child coming into school must be that they are in good health. Do not send your child into school if they are unwell. If you are not sending your child in, please email or phone us to let us know. We will be continuing our first day response and will be phoning Parents if we expect their child to be in.

No one must enter the school site if they are displaying any symptoms of Coronavirus – no Parent or child. Any child who displays symptoms of Coronavirus in school will be isolated and Parents will be called to immediately collect them. **Please ensure that we have your up to date contact details, this is vital.** Please note – common symptoms of temperature, persistent cough now include loss of smell and taste.

Please read the guidance below on what to do if there is a confirmed case of Coronavirus in school – Question and Answer section.

Contact

We ask that Parents do not approach the front office, as we need to limit site use. Parents must not enter the school site without a pre-arranged appointment. Meetings with Parents will be limited and only held if vital; they would need to be planned in advanced and conducted safely, which is tricky due to our limited on space now to enable social

distancing rules are adhered to. Please do not ask for the Teacher or Teaching Assistant to meet with you. If you have a concern or query please ring 01642 450716 or email admin@oughton.herts.sch.uk if you have a query. Please be aware, due to staffing, there may not be a member of staff always on the front desk. Mrs Woollon, our Pastoral Manager will be available to talk to Parents on some days. Please pay for school meals and trips (I am aware of the Year 5 PGL trip booked next academic year and many Parents have phone about this) on ParentMail. If you have the app, click on the top left hand side, scroll down to Payments and click on shop at the bottom.

Behaviour Expectation

Please be aware that positive behaviour in school is vital. Staff will be teaching differently and lessons will be different from normal. All children must behave in a safe and respectful manner towards staff and other children. There is not enough staff to follow children who run off or deal with children who do not follow instructions. If children do not follow the normal rules of school, **you will be contacted and they will not be able to be in school at this time.** We expect children to follow our rules and we expect them to all follow the instructions of the staff. The health and safety plus emotional well-being of children and staff is paramount. Please ensure that if your child sometimes pushes the boundaries, they fully understand this. They must follow instructions from staff, this is vital.

Clothing

Please ensure that your child is wearing their school uniform and all jewellery, nail varnish and make up is removed. If you need any sweatshirts, please contact Mrs Jordan via receptionist@oughton.herts.sch.uk. Please ensure that uniform is washed daily, this follows Government advice. Plain white t-shirt tops / shirts are absolutely fine. See question in Q & A.

Belongings

Please limit what your child brings into school. They may bring in their packed lunch and water bottle. If your child brings in a pencil case, this must remain in school and not taken home each day. No mobile phones in school as they cannot be locked up in the Office. If this is a problem, please email us to explain why you feel it is necessary for your child to bring their mobile into school. We do not take any responsibility for any loss of mobiles or any other item. No scooters or bikes in school please. No toys or games please. Reading books will not be given out to go home. We have hand sanitisers in classes so children will not need to bring these in school.

Lunches

I have been informed by Herts Catering that they are only able to provide cold packed lunches as they need to follow the social distancing guidelines within the kitchen. Children in Reception and Year 1 will be provided with a universal free school packed lunch if you wish. Children in Year 6 may order a school packed lunch, however, unless they are entitled to a free school meal, you will need to pay for this. You will need to provide your child with a packed lunch if they are not having a school packed lunch. Lunches will be eaten either in the classroom or outside. Lunches will be eaten within their group. **Nursery children will need to be collected at 11:45pm.**

Special Educational Needs Provision / Interventions

Due to Coronavirus our SEND provision must be very different and limited, in order to keep children and staff safe. We now have less staff available to work with children as they are now split up across our school as we follow Government guidance. Interventions will be limited. They may be some which will continue such as Lexia. However, children will not be able to leave their room to work with a Teacher or TA. Staff will not be able to provide 1:1 teaching or support. Advisors will not be coming into school. As things improve across the country, we hope that provision will be restored as soon as possible. Mrs Phillipson will be supporting children through helping the staff leading groups.

Group Information

As you are aware the classes in Nursery, Reception, Year 1 and 6 plus Key Worker children have been grouped into groups of less than 15 children. Year 6 has been split into three groups and Year 1, Reception and KW children have all been split into 2 groups. There is one Nursery group.

Please note, the staffing may change at any time due to staff illness or any if more children start to attend, groups may need to change. Also, timings have been staggered. We will see if these times work on Monday, if not, we will change them. You will need to bear with us in this transitional time.

You child will be with their group throughout the school day. They will be in their classrooms and outside at times. Break time for Year 1 and 6 will be on a rota basis so all groups access the playground and field.

Cohort	Location	Arrival	Pick up	In via
Nursery Mrs Murray and Miss Renney	Nursery Classroom	8:55am	11:45pm	Red front gate and up to Nursery class by the Family Centre.
Reception Group A Miss Hurley, Mrs Woollon, Miss Duggan & Mrs Lacy	Reception Classroom	8:45am	3:00pm	Red front gate, then Reception green gate. Please wait outside on the markers.
Reception Group B Mrs Merriman and Miss Mossman	Year 1 classroom by KS 1 playground	8:45am	3:00pm	Moss Way red gate then green gate and walk round to the class by the fence panels in KS 1 playground.
Year 1 Group A Miss Daniels, Miss Savage & Miss Jennings-Dawes	Spare classroom KS 1 next to Oak	9:05am	3:05pm	Moss Way red gate then green gate and walk around to second classroom by KS 1 playground
Year 1 Group B Mrs Stephenson and Mrs Chalkley	Y2 Oak classroom	9:15am	3:20pm	Moss Way red gate, green gate, keep walking to the first classroom
Key Worker Group A Mr Marshall and Miss Fletcher	Y3 Alder JL class	8:55am	3:15pm	Front main gate then through to the front door
Key Worker Group B Miss Harvey & Miss Evans	Y3 Alder RB class	8:55am	3:15pm	Moss Way red gate, green gate walk around, through KS 1 playground, past Apple, keep to the path and you will come to the classroom.
Year 6 Group A Mrs Drakes, Mrs Baverstock & Mrs Kumar	Y6 Silver Birch LD class	9:10am	3:05pm	Front main gate then green gate into Y6 class – you all know where this is!
Year 6 Group B Mrs Smith, Miss Lincoln	Y6 Silver Birch MS class	9:20am	3:00pm	Front main gate then green gate into Y6 class – you all know where this is!
Year 6 Group C Mrs Lopez, Mr Lewis	Y5 Willow classroom	9:00am	3:10pm	Front main gate then green gate and up the stairs.

Site Arrangements

We have organised a one-way system around the site to reduce people passing as much as possible. The entry gates are: front red gate and green gate near Year 6 classes (by Kitchen) and Moss Way gate (by Early Days Playgroup). Please note - **the top red gate in KS 2 Playground, Redhill Road is exit only** for Year 6, Year 1 and Key Worker Group B. **Please do not try to enter via this gate.** Some Parents dropping a few children off may have to take a longer route around the site. Please see the map given to show entry and exit.

No bikes or scooters are allowed on site.

Please see the maps to see where you should enter and how you should leave the school site.

Waiting and coming into the classroom

When you locate the room, please wait for the door to open. Please wait with a 2m distance from others. We have put markers where we can. If you can, please leave other children at home with an adult, although I know that this is not possible for all. However, all young children must not run around the site at all. They must stay with the Parent who is dropping them off at all times. They must not come into contact with any other family. The school equipment must not be touched at all, this includes climbing frames. Please do not gather at entrance gates or doors. **Only one Parent is allowed to accompany children onto the site.** This is Government guidelines.

Year 6 children may walk themselves to school if that is your wish. However, they must not meet up with friends and they must not walk in close contact of others. They are older enough to understand the 2m distance and although I understand that at times, they may forget, they must not deliberately break the social distancing guidelines. They must also adhere to the timings of arrival and keep to the markers. If your child does not adhere to these rules, you will be requested to bring them in. The safety of each child is vital.

You are responsible for preparing your child to come into school safely. Staff cannot guide them into the classrooms. You will need to ensure that they walk in calmly. Staff will support you in this if needed by talking to the children,

however, we are not able to hold or cuddle a child. There will be an additional child friendly sheet for you to read to your child and hopefully, this will help reduce any anxieties they may have. We know that some children may struggle coming back into school.

On arrival, all children **must** wash their hands thoroughly before they sit down at an allocated desk or space. Their belongings will be at their table. In Early Years, their coats will be on a peg. **No Parent is allowed in the classrooms.**

Key Worker and Vulnerable Children – Year 2, 3, 4 and 5 children

Just to remind you, if you are a Key Worker and your child is in Year 2, 3, 4 and 5 and you have filled in the form requesting a place from week beginning 1st June, home learning will continue to be sent home and this work will also be followed within school, supplemented with some whole group project work. Your child has been placed in a Key Worker group. Group A -Year 4 and 5 (Alder JL Year 3 class access through the front door). Group B - Year 2 and 3 (Alder RB Year 3 class). A form will be sent each week for you to book a place. **You must book a place**, please do not expect a place to be given last minute – this will not happen. Staff need to be prepared and must know who is in each day so they can plan their work.

Transition

We will and have been liaising with secondary schools regarding transition for our Year 6 children. At the moment, we do not know what will be place. Parents may need to contact the secondary schools if they require additional information.

Questions and Answers

I have detailed the questions asked below which are relevant to you plus the Government guidance regarding cases of Coronavirus. New questions are in black, previous questions, which may be useful to you still in green.

Government Guidance - Opening schools and educational settings to more pupils from 1June: guidance for Parents and Carers. 11 May 2020

Q What happens if there is a confirmed case of coronavirus in my child's school, college or childcare setting?

A When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have **access to a test if they display symptoms** of coronavirus.

Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Q If I change my mind and decide against my child coming into school next week, what should I do?

A Please email us and inform us of this as soon as possible. We have registers ready and will be ringing as normal anyone who should be coming into school to find out where they are. Our normal first day response continues as this is a safeguarding measure as well as attendance procedure. We need to know that all children are safe.

Q If I would like to delay the place and my child to attend in a week or two, is this possible?

A Possibly yes. However, if more Parents change their minds and want places, the place will be given to someone else and they may be put into a different group. We could only reserve a place in exceptional circumstances and there would have to be a good reason for this.

Q If my child is given a group and I want them to be in another group, can they change?

A No I am sorry but the groups have been organised and decisions have been based on many different aspects, including staffing.

Q What cleaning measures are in place?

A Rooms will be limited to one group only and these rooms will be thoroughly cleaned at the end of the school day by our team of cleaners. The cleaners will be using a diluted bleach solution. Throughout the day, staff will be cleaning shared items, using a checklist such as door handles, toilet doors, taps, sinks, toilet handles, light switches, hand rails, any shared equipment ie play equipment – any element which are shared by children or staff. Tables will be cleaned but remember they are only used by one child within Year 1 or Year 6. In Early Years, tables will be cleaned before another child moves to the area. We will also be ventilating the rooms well. We have removed a lot of items from classes. Any ICT equipment used will be limited to one person use only then cleaned.

Q Why isn't online schooling an option? Most children have an ipad or phone.

A We do give some websites out for home learning. However, many of our children do not have enough access to an ipad or computer. For complete online schooling, children would need access via computers to aid their learning. We would not want to rely on using phones for long periods of time throughout the day; this would have an impact on the children's eye sight. Our home learning is varied – some open ended work, work in books plus supplemented with websites. Many of our families have more than 1 child who would need access to technology. We have been monitoring the website programs given to children and this shows a limited amount completed. It is a balance and I hope that we have a good balance of work – some online and some not. The Government have given us guidelines to follow and have stated that we need to open to some year groups and this is what we are doing.

Q. We have a family member who is critically vulnerable and we have received a letter. Can my child attend school?

A. No. If a child lives with someone who is shielding, they should not be attending school unless stringent social distancing can be adhered to. This is very challenging in a school. Please see the guidance at gov.uk. Please contact us if you have any concerns of this nature.

Q Will my child be 100% safe from catching Coronavirus in school?

A No I cannot guarantee this at all. We cannot be 100% safe and I have been clear and honest to Parents - we are working with children, who, as you are all aware, are unable to keep a 2m distance. However, we will remind them and do our best to keep a distance. The Government has stated in their guidance Coronavirus (Covid-19): Implementing protective measures in education and childcare settings 11 May 2020 that **“early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.”**

We will encourage safe distances, however, the younger children in Nursery, Reception, Year 1 and even Year 6 cannot be expected to fully understand these restraints. Young children will get close to adults; this is part of human nature and they will also stand close to the other children in their groups as they learn and play during the school day. They are still developing their social skills and interaction is key at this phase in education. We will not be putting children in small squares. We will not be enforcing Early Years children to sit at desks apart from others. This is not how the Early Years setting works at Oughton. We will space Year 1 and Year 6 desks out for them to work at when they are in their classrooms, to keep distancing measures. We will also be taking our learning outside. The Teachers are working hard to adapt their teaching to changing times. However, we **will** be reminding them of the safe distances and we will teach them about hygiene, as I am sure you are too. We **will** be frequency hand washing, regularly cleaning the setting and will minimise contact and mixing of groups. I would remind you that **you** are making the decision to send your child into school, knowing the risks and we cannot keep children 100% safe from catching Coronavirus. However, we will try to minimise risk as much as is possible given our circumstances for children, Parents and staff.

Q Is returning to school compulsory?

A The DfE Planning Guide for Primary Schools 14 May 2020 has stated: Parents and carers of eligible year groups, and critical workers/parents and carers of vulnerable children are strongly encouraged to bring their children in, but they will not face fines or other sanctions if they don't.

Q Will it be full 5 days a week? Will we have a day off?

A Attendance expectations will be the same as usual – for 5 days per week but we have adjusted our start and end times to allow a safe access and exit. Work will continue throughout the week and missing days impacts greatly on their learning.

Q Can my child attend part-time in Reception, Year 1 or Year 6?

A No the children are expected to be in school for a full day. We do not have the staff in school to cater for different children leaving at different times, other than any staggering start and finishing times.

Q Will my child need to wear their school uniform?

A Yes – **all children, including Key Worker children will be required to wear their school uniform as normal.** The Key Worker children at present have not been wearing their school uniform but this is due to the fact that this small group of children have been the only ones in school, whilst the rest of the school are not. Week beginning 1st

June, **everyone is expected to wear a uniform**. The wearing of our uniform sets the standard and shows that we are at Oughton Primary and Nursery School and are ready to learn. It also unites the children together. I am aware that some of the children may have grown out of their school shoes and these are difficult to replace. Clothes will need to be washed at the end of each school day. Plain white shirts / t-shirts are fine and we understand that with possibly more washing, this will impact on their uniform. At this time, sensible shoes/smart trainers are acceptable. Normal school rules apply – no jewellery, no nail varnish, hair tied back applies. If you have a problem and your child has grown out of their sweatshirts, we do have some preloved sweatshirts or new ones in stock. Please email admin@oughton,herts.sch.uk.

Q I am a Key Worker, can my child attend part-time? (My child is in Year 2, 3, 4 and 5)

A Yes but only as full days. We do not have the staff to collect and bring children to the front office. You will be asked to book your child in **on the days you work away from home**. If you are at home, or working from home, your child should be with you.

Q. What do the classes look like?

A. Different to when the children left, yet with some aspects the same. They have been deep cleaned. In Year 6 and 1, many tables have been removed or put to the side and the tables have been spaced out individually. Furniture is now limited. The displays are as they were, with some parts taken down to allow access. However, the classes will still look familiar – colourful, organised and still engaging.

In Early Years, there are still workstations with space in between so the children can produce creative pieces of work. However, children in Early Years do not sit at desks; this is not how our Early Years setting works. Some furniture and toys have been removed. We have put some equipment away from outside, as a lot of it cannot be cleaned each day. Unfortunately, the classes do not look quite as lovely as they did before, but they are still engaging and child friendly, with work still displayed on walls. The rest of the school looks very similar. Our hall has the lovely work produced by our Key Worker children on display.

We are still working on the classrooms, no room is yet ready as this takes a lot of time and many staff are coming in over half term in order to prepare.

Q Will the children have the same Teacher or TA for each session?

A In most cases, yes. However, for some groups, there may be another member of staff leading at some point over the week as Teachers need planning time. Some of our Teachers are part-time so there may be a job share within the group. Once the group has met their staff across the week, the plan is for these staff to remain with them over following weeks – until either the rest of the school needs to return or health conditions regarding staff arise. Staffing may and will change if needed. However, all decisions are made to reduce the impact to the children where possible.

Q Will the children go out at break and lunchtime?

A Yes. They will go out and will play in their allocated space with their groups. Groups will not be able to mix, however they will see other children in other groups ie out on the field or in an allocated area in the playground. We will be encouraging waving, messages etc as it is important to recognise that some of their classmates may be in a different group and friendships are vital to everyone.

Q What happens if my child becomes ill?

A You will be immediately contacted and asked to collect your child straight away. If Coronavirus is suspected, your child will be isolated from the rest of their group immediately and you will be contacted. If this is the case, the child presenting with symptoms will need to self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and children in their group who are attending school will have access to a test if they display symptoms of Coronavirus. If someone tests positive, the rest of their group will be sent home advised to self-isolate for 14 days. Please see DfE Coronavirus (Covid-19): Implementing protective measures in education and childcare setting 11 May 2020.

Q What transition activities would take place?

A We do not know exactly. The 'move up' day in July is unlikely to take place so we will be finding different ways for children to feel like they have the information they need before starting their new school. We hope that the Secondary schools will support us with this and pass information to us to discuss with the children. We will be talking about moving on, changes and differences in schools as part of our work in Year 6.

Q I am a Key Worker and I have one child in a year group where they are all in school and another child in a different year group. Can they be together?

A Not in school. A child cannot move groups. They cannot be in their Year Group one day and then with their sibling group on a different day. This is to ensure limit the spreading of the virus for staff and children. The work set will also be different. Year 6, 1, Nursery and Reception will be taught work at their level by a Teacher with other children in their cohort. The Key Worker groups are for children in Year 2, 3, 4 and 5 and will be focusing on the work for their year groups only. Year 6, 1, Reception and Nursery staff will not be setting work for home learning. We are providing full-time for these cohorts to make this simpler for Parents and better for the children's education.

Q Will the public bus be restricted in the number of riders?

A I am sorry but I do not have any information regarding public transport. Please contact your local bus company.

Q Will my child need to wear a mask?

A No. We are following the Government advice regarding PPE equipment. Wearing a face mask or face covering in schools is not recommended and hinders communication. A member of staff may wear a mask if they are dealing with someone who is showing symptoms on Coronavirus. If this were the case, the person showing symptoms would be isolated immediately.

Q Can my child bring their own pencil cases – pen, pencils into school? Water bottles?

A Yes please. However, once these are brought into school, they must not be removed and must be left on their table. If a child does not have pens, pencils etc, they will be given some to use and these will be left on their table. Equipment must not go from home to school and back. **Only** packed lunches and water bottles will be brought in each day and we will limit the touching of these. Remember, water bottle filled with water, no juice please.

Finally....

Thank you for your support over the difficult time. I am aware of the amount of information, which I have given you as well as obviously the Government and news at the moment. All Government guidelines are on Gov.uk website. I hope that you have as much information as you need to make the best decision for your child and family. If your child returns next week, please prepare them for returning to school. We will endeavour to make this as 'normal' as possible with the changes in place. Please discuss with your child that school will be different. We have also sent some information for you to share with your child. You need to guide your child and help them at this time understand that change is good and we all need to learn to adapt, it is all part of the learning process. This will build up their resilience, which will help them in later life.

My priority remains - to keep everyone as safe as possible and minimise the risks to all - children, Parents and staff.

Please take care of yourselves and your families.

Yours sincerely



Lisa Clayton
Headteacher