

# MONKLEIGH PRIMARY SCHOOL & PRE-SCHOOL

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Headteacher: Mrs Karen Reeves

15<sup>th</sup> July 2020

Dear Parents,

I have been busy completing risk Assessments and working out the best way that we can bring all children and staff back to school safely while following all the Government Guidelines! Quite a challenge when I don't think the Government has any idea how a small rural school operates and the space we have! However we have found a way that we are sure will work.

Below I have set out the plan for September, please do bear in mind that this may be subject to change if the current situation with Covid 19 changes or if Government Guidelines change I will keep you updated as soon as I hear anything.

The main considerations are that we have to keep each class in their own bubble the whole time and they must not mix, this will mean staggered playtimes and lunchtimes. To make this viable we will have to use the front car park as a playground which will impact hugely on parking but we have no alternative. We also have to have staggered start and finish time for each class.

Below I have laid out how we will make this work and added some other information on procedures for the school day.

## Plan for September 2020!

<u>Class</u>	<u>Arrival</u>	<u>Playtime</u>	<u>Lunchtime</u>	<u>Home</u>
<b>FSU</b> (foundation stage unit) Yr R & Presch.	<b>8:40am</b>	In FSU area	12:00 – 1:00pm on car park and FSU area	<b>2:50pm</b>
<b>1</b>	<b>9:00am</b>	10:50-11:05 On the car park (or field*/playground as agreed with CI 3)	12:30 -1:30pm Class 1 outside area until 1pm. on car park until 1.30pm (or field*/playground as agreed with CI 3)	<b>3:15pm</b>
<b>2</b>	<b>8:50am</b>	10:15 – 10:35 playground or field*	12:00-1:00pm playground or field*	<b>3:00pm</b>
<b>3</b>	<b>9:10am</b>	10:50- 11:05 playground or field*.	1:00-2:00pm playground or field*.	<b>3:25pm</b>

\* if field dry

Staggered start and finish times:

Siblings can be dropped off together at the earliest allocated slot for the siblings and go straight to their classroom and be picked up at the earliest allocated slot.

All children will wash or sanitise hands on arrival at school; a station will be set up outside each classroom.

We ask that all children bring in their own pencil cases which will stay in school. These regularly used items are not allowed to be shared. (If you cannot provide this please let us know)

**Toilets:** *Urinal out of use. 1 child to the toilet at a time.*

<b>FSU</b>	<b>Own Toilet</b>
<b>Class 1</b>	<b>Own Toilet</b>
<b>Class 2</b>	<b>Previously Boys' Toilet</b>
<b>Class 3</b>	<b>Previously Girls' Toilet</b>



### **Dropping off children:**

There will be no parking at all available near school for parents as all staff will have to park outside of the school in order to free up the front car park for use as a playground.

Therefore we would suggest if possible parents park at the village Hall and walk through to school. If you do need to drive to school then we would encourage a one way system. Cars pull up at the front gate and drop children off to a member of staff and then ***continue on down the lane to the Bideford Road***. There will be no room to turn and drive back up past school and due to the staggered start there could be a constant flow of traffic from 8:40 to 9:10am and the same at the end of the day.

### **Collections at end of the day.**

As with the beginning of the day please try and park at the village Hall and walk through to school, there will be no parking at school. Please wait outside of school, socially distanced from each other, children will be brought out onto the front playground at their allocated time for the end of the day and a member of staff will send them out to you as we see you.

If you have to drive to the front of school, you will need to queue down the road and then pull up at the front of school, we will send your child to you when we see you and then you can drive on down the lane, the next car can then pull forward to collect their child.

**Parents will not be allowed on to the school site, except by prior arrangement** for a meeting.

Therefore a member of staff will be at the gate to meet your child and they will then go into their classroom (hand sanitising before entering)

### **B&T Club**

A questionnaire has gone out to parents and we are looking to see if we can offer a slimmed down B and T club, B club from 8:15 in their own classrooms, T club to 4:15pm in their own classrooms, with 1 member of B and T staff in each room, this may not be viable and the cost may have to increase to cover extra staff, we will let you know asap if we are able to offer B and T.

### **Lunches:**

Meals will be served in classrooms. Everything will need to be pre-booked (including choice of veg and choice of pudding); meals will be plated up by Mrs Mayo and delivered to the classrooms.

### **Illness:**

***If your child is ill, particularly if showing any signs of Covid 19 please do not send them to school.***

A new list of symptoms has been circulated to schools, which we have been asked to consider as possible signs of Covid-19.

Current advice is that children should not be in school if they are showing **any** of these symptoms:

*(They can be displaying just one of the following symptoms)*

- Cough
- Temperature
- Vomiting
- Diarrhoea
- sleeping more than usual
- complaining of not feeling themselves in anyway
- agitated
- cold
- headache
- anything that is not feeling themselves could be a sign of COVID-19.

For fever, NHS advice is to look for a high temperature – ‘this means you feel hot to touch on your chest or back, you do not need to measure your temperature’

If your child is ill, you should not send them into school.

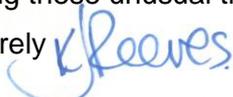
If your child becomes unwell in school, we will isolate your child and contact you to collect them as usual.

If your child develops Covid 19 symptoms in school, they will be isolated and should be tested for the virus.

Any siblings will also be sent home.

I hope this answers most of your questions. We will do all we can do keep everyone safe, well and happy at school during these unusual times.

Yours sincerely



(Karen Reeves – Headteacher)