



**Headteacher**

**Mrs Nicola O'Connell BA (Hons) MEd (Cantab)**

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15.5.20

Dear Parents,

After a week of government announcements and guidance we had written a plan and a timetable for reopening, however at 7pm last night further guidance was issued which scuppered our plans.

As some parents suggested, we were opting for split weeks thus ensuring that all classes could come in for a couple of days each week. However, the new guidance dictates that we cannot 'split' the weeks.

***'Schools should not plan on the basis of a rota system, either daily or weekly.'* –DFE guidance**

**14.5.20**

With this in mind we have been asked to prioritise:

***'Infant schools - nursery (where applicable) and reception ' - DFE guidance 14.5.20***

We are only permitted to have 15 children in per room

***'For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).***

***Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Where desks are used, they should be spaced as far apart as possible.'* – DFE guidance 14.5.20**

Our Infant school has 8 teaching spaces available to us. The enclosed plan, which takes the guidelines into consideration, is assuming that the majority of parents will want their children to return, obviously if this is not the case we will have to review the plan and will possibly be able to extend opening to Years 1 and 2. We have also had to consider staffing for these groups as we are working with young children we need to have a teacher and Learning support assistant for each group of 15.

Class	Learning Space	Staff
<b>Nursery - (40 children)</b>		1 teacher 1 LSA
<b>Group A (15 children)</b>	Nursery classroom	
<b>Group B (15 children)</b>	Reception	1 teacher 1 LSA
<b>Group C (10 children )</b>	Hall	1 teacher 1 LSA
<b>Chestnut Group A (15 children)</b>	Oak classroom	1 teacher 1 LSA
<b>Chestnut Group B (15 children)</b>	Hazel classroom	1 teacher 1 LSA
<b>Maple Group A (15 children)</b>	Beech classroom	1 teacher 1 LSA
<b>Maple Group B (15 children)</b>	Pine Classroom	1 teacher 1 LSA
<b>Key worker children in Years 1 and 2</b>	Cherry class and hub (old dining room)	1 teacher and LSA

### Keeping your child safe whilst they are at school

We will obviously do our absolute utmost to ensure that your children are safe whilst they are in our care.

There is an acknowledgement from the guidance that we would not be able to ensure social distancing whilst in the classroom

***‘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.’ - DFE guidance 14.5.20***

- We will keep each group of 15, teacher and LSA in a ‘bubble’ throughout the day ensuring that they do not come in contact with other groups.
- Start and end of day, lunch and break times will be staggered to ensure that there is no contact with other groups.
- Parents and children will be asked to adhere to a 2 metre distance when dropping off and picking up and there will be markings and signs to remind them
- Lunch, provided by HCL, will be packed lunches in order for the children to eat in their classroom or on the field with their group
- Children will need to wash their hands when they enter school, and at various transitions throughout the day.
- Re-fillable hand sanitisers will be fitted next week in each classroom
- Hand driers will be fitted on the 22<sup>nd</sup> May in children’s toilets to minimise the risk of picking up paper towels

- All unnecessary soft furnishings and items from counter tops will be removed from classrooms
- Tables, chairs and all surfaces will be cleaned and sprayed with effective anti-bacterial spray at the end of each day.
- Toys and resources will be washed and sprayed each day
- Children will not be permitted to use playground play equipment as the virus can survive on hard surfaces and we will not be able to spray it with anti-bacterial spray after each child uses it.
- Children must bring in their own water bottle from home each day
- Books and homework will not be sent home – ***‘Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources – DFE Guidance 14<sup>th</sup> May 2020’***
- Visitors will not be permitted in school and parents will be encouraged to call or email the office and their child’s teacher if they need to speak to communicate with somebody

Although school will be different and your child may well be taught by a teacher other than their own teacher we will do our utmost to ensure that they are settled and happy in school. We will be delighted to see them.

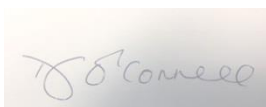
After you have read and considered these plans I am sure that you will have many questions please email me [head@holtsmereinfants.herts.sch.uk](mailto:head@holtsmereinfants.herts.sch.uk)

### IMPORTANT!

In order for me to gauge how many children will be in school on June 1<sup>st</sup> and whether we can accommodate other year groups I will be sending out another survey and I urge you to complete this as soon as possible and encourage others to do so.

Thank you so much for taking the time to read this lengthy but factual letter. I hope that you have found it useful.

As always, take care and stay safe.



**Nicola O’Connell**

**Headteacher**