

# Re-opening Guide for Parents

21 May 2020

**Lime Academy Larkswood**

70–72 New Road, Chingford, London E4 8ET **Tel:** 020 8529 4979 **Email:** [school@larkswoodlime.london](mailto:school@larkswoodlime.london)

The Lime Trust, trading as Lime Academy Larkswood is a company limited by guarantee and exempt charity.

**CN:** 09297519 **RO:** 70–72 New Road, London E4 8ET.

Dear Parents and Carers,

Following on from my communication at the end of last week, we now have a finalised plan for returning to school on Monday 1 June, unless there are any changes announced by the Government. Based on the responses from our Parent Survey and parental correspondence with the school office, we now have a clear picture of pupil numbers expected and have risk assessed the school.

### **School capacity**

As of 1 June 2020, the school only has the capacity to initially open safely for children who are in **Reception and Year 1**, and on a part time basis only. If capacity and staffing improve and Government guidelines change, we will eventually welcome the children of Nursery and Year 6. This will be reviewed on a daily/weekly basis and any changes and extensions to the school day will be communicated with you. We fully appreciate this will be an extremely difficult adjustment, and a challenging time for children and staff and we appreciate your support during this phase of reopening.

If your child is registered to attend (those who responded 'yes' when surveyed) - an overview of the staffing for Reception classes and Year 1 classes is included with this document.

### **Starting back on 1 June**

From 1 June at the earliest, if the Government deems it safe to do so, we will begin implementing the staggered and phased return of key classes. Key Worker & vulnerable children provision will continue to be accommodated as normal. The current guidance states that we will be updated on or around 28<sup>th</sup> May about school reopening, and should there be any significant update we will update our school website here: <http://larkswoodlime.london/coronavirus-update/>

### **Timings**

Having looked at the timings of the school day, at this point in time we will have to finish our school day earlier than normal. This will allow us to ensure: that we look after the children's well-being, that the school has been cleaned effectively and to allow teachers time to prepare for the following day, plan remote learning, and to provide feedback on learning that has been submitted.

For the week beginning Monday 1 June, the timings of the school day will be as follows;

Reception: 8.45am – 12 noon  
Year 1: 8.45am – 12 noon  
Key worker & vulnerable pupils: 8.45am – 3.15pm

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## School entry and exit

We are fortunate to be able to provide separate entry/exit points and have introduced social distancing measures for everyone's safety, comfort and peace of mind.

When entering and leaving the school, please follow signage and the marked areas that have been put in place to help you adhere to social distancing measures. We will be manning the school gates and allowing small numbers of people at a time to enter (similar to that which you will have seen at supermarkets). It is really important that you follow the one-way system from the school entrance, through the playground and out via the school car-park back on to New Road. All gates will be marshalled initially with clear instructions for pupils and parents on where to enter and exit. Parents and pupils must obey the 2 metre social distancing guidance and the measures placed across the school such as: markers, arrows and other signage to support us all in keeping safe. We are unfortunately unable to monitor social distancing outside the school, so please be cooperative to our neighbours, and supportive to others in our community.

Once you have walked your child in to the playground and found your drop-off point, your child will be guided towards staff who will be stationed in the playground, and from there they will be brought safely into the school building. Please see the table below for an overview of these arrangements. Please remember to ensure you leave a 2 metre distance between you and the next family. We aim to have a continuous flow of traffic from entry to exit, so this will mean there are no opportunities for stopping and gathering on the school playground.

Group	Adult	Location for drop off and pick up	Entry Point	Exit Point
Registered children for RFP	Dilan Bolat	KS1 Playground	Main school gate	Car Park gate
Registered children for RJS	Dee Popat	KS1 Playground	Main school gate	Car Park gate
Registered children for RJB	Anna Franklin	KS1 Playground	Main school gate	Car Park gate
Registered children for 1KJ	Kaleigh Jones	KS1 Playground	Main school gate	Car Park gate
Registered children for 1RA	Raven Adomako	KS1 Playground	Main school gate	Car Park gate
Registered children for 1ND	Dee Ancharaz	KS1 Playground	Main school gate	Car Park gate

At home time, the process for collecting will be as above, and parents will be required to follow the one-way systems and collect their children from where they were dropped off. We will have a team of staff on the playground each day to help show you this system. It would be appreciated if parents and carers

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could limit the numbers of people attending pick ups and drop offs, in order to enhance our safety measures. However, we do understand that parents may be accompanied by siblings where other arrangements cannot be made.

Unfortunately, we will not be allowing parents into the school building for safety reasons, so please call or email the school office with any queries. In addition to this, conversations with teachers on picks ups and drop offs should be limited to urgent matters only.

### **Social distancing**

We will follow the government guidelines as much as possible. You will of course understand that this will be very difficult both from a practical point of view and emotionally for the children. Children from all year groups will be assigned an individual desk or space whilst in the classroom (including reception) and there will be some restrictions on free flow learning for Reception.

Children will be able to have breaks outside but this will be staggered from the other class groups and we will be using all of the space available to our school to ensure pupils stay within the group that they are working with. In order to follow the social distancing guidance, children will be in groups of no more than 10-12; and this means that the children may not have their normal class teacher or be in their normal classroom. They will however have very focused and enjoyable learning sessions within these smaller groups.

### **Offer of new places**

Due to ensuring the safety and well-being of all, the pupils that come to school on Monday 1 June will be the only children that can access learning on site for that week. **These are the children of parents/carers who responded 'yes' to bringing their child in on the parent survey sent out.** If you would like a place for your child and they are in Reception or Year 1, or you are a key worker, you must contact the school office and your child will be placed on a waiting list. As we adhere to government guidelines and school capacity, there are currently waiting lists for children to attend school as spaces for the children in school are capped, and therefore at times we may not be able to fulfil a school place.

### **School Lunch**

Due to stringent measures and the need for groups not to interact with each other, we are not initially providing any hot food. Our plan is for all pupils to receive a packed lunch. Free packed lunches will be provided for Reception and Year 1 pupils and the pupils of Key workers. Reception and Year 1 pupils will be given school packed lunch to take and eat at home. Pupils of Key workers will be eating their lunch in the school dining room, at staggered times, in their groups.

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### **Virus exposure**

We cannot give any guarantee that children will not be exposed to someone who is showing symptoms or has the virus. We have a procedure in place that includes an isolation room for those that show symptoms, and the guidance states that if a pupil or staff member shows symptoms, then that entire group will then need to self-isolate for 14 days.

### **Personal Protective Equipment**

The school has ordered all of the correct Personal Protective Equipment (PPE) for our school. Our guidance states that the school does not need to take a blanket approach to staff wearing PPE, however we are resourcing and stocking the school appropriately. We have also completed risk assessments that are required for the use of PPE.

### **Cleaning and Hygiene**

We have followed guidance carefully and completed risk assessments, ensuring cleaning and hygiene are a high priority, including some of the measures listed below.

- Each classroom has a sanitiser station and will be used before pupils start each session, and at the end of each session
- Regular hand washing with soap and water will take place throughout the day. Hand washing facilities are available in each classroom.
- Pupils will have their own work area and equipment, in order to keep their belongings separate from others’.
- Cleaning will take place throughout the day, in line with the guidance around enhanced cleaning processes.
- Tissues and hand towels will be available in every class room
- Hygiene will form part of our curriculum, with child friendly guidance on washing hands, and ‘catch it, bin it, kill it’

### **Curriculum when returning to school**

If children return to school in June, the staff members working with your children will continue to deliver the national curriculum in some areas, through the quality planning on SeeSaw. Due to the Government guidance around use of resources, space, and social distancing, the teaching of some areas of the curriculum may be limited. Alongside the teaching of curriculum subjects, as we welcome the children back, there will be a key focus on the well-being and social development of our pupils. Despite the challenges, we are working hard to ensure that the learning will remain engaging and motivating for the children.

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We shall continue to provide the same high quality remote home learning opportunities for those at home via Seesaw, as we have since the end of March.

Embedded within the government guidance is the ambition that all year groups attend their primary setting before the summer break. If this is the case, we will face a further challenge of staffing and of ensuring social distancing.

These are challenging and uncertain times for us all, but I can assure you, we will do everything to make sure any school return is done with the best interests and safety of all involved.

Lastly, I just want to say a huge thank you to all parents and carers for your patience and support.

Take care and stay safe,



Brendan Plunkett

Headteacher