



May 27, 2020

Dear Parent/Carer,

## **RE: Preparation for the Reopening of the School**

We are pleased to be able to provide you with the details of our plans to reopen the school for Nursery, Reception, Year 1 and Year 6, along with the children of Keyworkers and those deemed as vulnerable regardless of their Year Group.

Please understand that in order to best ensure the safety of our children, staff and parents/carers, we have decided that our reopening will be need to be completed in stages, and that our arrangements may be subject to change e.g. in light of any further Government guidance or the availability of staff.

In addition to this letter, we have also provided an attached a 'Frequently Asked Questions' document for parents/carers. It is very important for all parents/carers to read all of the information carefully.

### **Timetable of Return**

We will be welcoming back the children according to the following timetable:

**Monday 1<sup>st</sup> June - Children of Keyworkers and those children who are deemed as vulnerable** - Depending on the number of children, we will be setting up a maximum of 3 locations for this childcare provision. These will include the Nursery for children in the Early Years and the Year 3 Classroom and School Library for all other children.

Please note that the children in Nursery, Reception, Year 1 and Year 6 will be transferred to a Learning Bubble within their Year Group as soon as they are opened.

**Wednesday 3<sup>rd</sup> June - Year 6** - Depending on the number of children returning, we will be setting up a maximum of 3 Learning Bubbles. These will be located in the Year 4, 5 and 6 Classrooms.

**Monday 8<sup>th</sup> June - Year 1** - Depending on the number of children returning, we will be setting up a maximum of 2 Learning Bubbles. These will be located in the Year 1 and 2 Classrooms.

**Wednesday 10<sup>th</sup> June - Reception** - Depending on the number of children returning, we will be setting up a maximum of 2 Learning Bubbles. These will be located in the Reception Classroom and Community Room.

**Monday 15<sup>th</sup> June - Nursery** - We will be setting up 1 Learning Bubble in the Nursery Classroom. We may also distribute some Nursery children within the existing Reception Learning Bubbles.

### **Drop Off and Pick Up Arrangements - One Way System**

- **Drop off times will be between 8.45am and 9.00am in the morning**
- **Pick up times will be between 3.00pm and 3.15pm in the afternoon**
- **Entry to the school will be via the pedestrian gate on Edensor Road**
- **Exit to the school will be via the gate leading to Alexandra Gardens**

**We will expect all children/parents/carers to:**

- **Follow the one way system around the school**
- **Observe two-metre social distancing with the exception of those who are members of the same household**
- **Follow any instructions given by a member of staff**

## **Drop Off and Pick Up Arrangements - One Way System**

To help as a guide, there will be signage and yellow chevron markers at two-metre intervals on the pathways. Staff will also be on duty to support the process.

Please note that to reduce the number of adults entering the grounds, we ask that there is no more than one adult escorting each child, and for the time being, children will not be permitted to bring cycles, scooters or mobile phones on to the school site.

We ask all parents/carers to leave the site as quickly and safely as possible at drop off and pick up times.

### **Keyworker or Vulnerable Pupils in Key Stage 1 and 2 - (from Monday 1<sup>st</sup> June)**

You will enter the pedestrian gate on Edensor Road and follow the pathway until you are opposite the Year 3 Classroom. You will then turn right. At this point you may be held in a temporary queue whilst maintaining social distancing. A staff member will indicate when it is safe for your child to enter the classroom or release your child at the end of the day. You will then follow the signs to rejoin the pathway through the main playground and up the steps leading to the rear of the school and then exit through the gate leading to Alexandra Gardens.

### **Keyworker or Vulnerable Pupils in Nursery and Reception - (from Monday 1<sup>st</sup> June)**

You will enter the pedestrian gate on Edensor Road and then enter the Reception playground. At this point, you may be held in a temporary queue whilst maintaining social distancing. A staff member will indicate when it is safe for your child to enter the classroom or release your child at the end of the day. You will then exit the area by walking up the ramp and continue to follow the one way system through the main playground and up the steps leading to the rear of the school and then exit through the gate leading to Alexandra Gardens.

### **Year 6 - (from Wednesday 3<sup>rd</sup> June)**

You will enter the pedestrian gate on Edensor Road and follow the path through the main playground and up the steps leading to the classrooms. At this point, you may be held in a temporary queue whilst maintaining social distancing. A staff member will indicate when it is safe for your child to enter the building and make their way to their Learning Bubble or release your child at the end of the day. You will then follow the signs to rejoin the pathway and then exit through the gate leading to Alexandra Gardens. After the first day, we will expect the Year 6 children to come to into the school gates on their own.

### **Year 1 - (from Monday 8<sup>th</sup> June)**

You will enter the pedestrian gate on Edensor Road and follow the path through the main playground and up the steps leading to the rear of the school. You will continue around the pathway until you are opposite the Year 1 classroom door. You will then turn right on to the grass. At this point, you may be held in a temporary queue whilst maintaining social distancing. A staff member will indicate when it is safe for your child to enter the classroom or release your child at the end of the day. You will then follow the signs to rejoin the pathway and exit through the gate leading to gate to Alexandra Gardens.

### **Reception - (from Wednesday 10<sup>th</sup> June)**

You will enter the pedestrian gate on Edensor Road and then enter the Reception playground as usual. At this point, you may be held in a temporary queue whilst maintaining social distancing. A staff member will indicate when it is safe for your child to enter the classroom or release your child at the end of the day. You will then exit the area by walking up the ramp and continue to follow the one way system through the main playground and up the steps leading to the rear of the school and then exit through the gate leading to Alexandra Gardens.

**Nursery - Please note that pick up and drop off arrangements for Nursery will be confirmed as soon as possible.**

**On no account should any parent/carer enter the school building without permission.**

**Please try avoid arriving at the school any earlier than 8.45am in the morning at 3.00pm in the afternoon and avoid parking cars close to the school gates e.g. in front of the gates leading to Promenade Approach Road.**

## **Registering your Child to Return.**

**It is now necessary for those parents/carers in Nursery, Reception, Year 1 and Year 6 to register their child if they would like them to return to school.** This can be completed by clicking on the following link <https://forms.gle/VE84WyQFW55TGd9Y7>

**If you are a Keyworker and wish your child to return,** you must also complete the registration regardless of your child's year group.

**Please be aware that registration will close at 7.00pm on Thursday 28<sup>th</sup> May.**

On receipt of all the information, we will compile our Learning Bubbles and send out confirmation via email. **Please do not bring your child into school if you have not received the confirmation email.**

Although we can make arrangements to accommodate children if a parent/carers does not register their child by 7.00pm Thursday 28<sup>th</sup> May, however you will need to email [office@cavendish.hounslow.sch.uk](mailto:office@cavendish.hounslow.sch.uk) and give us at least 24 hours' notice to make the necessary arrangements.

Thank you for your continued support, patience and understanding,

*I.A. Coleman*

A.Coleman (Head of School)

*G.R. Murrell*

GR Murrell (Executive Headteacher)





## **Return to School - Frequently Asked Questions for Parents/Carers**

### **What is a Learning Bubble?**

A Learning or Protective Bubble contains a maximum group of fifteen children who are located in a specific classroom and have a designated outdoor area. The Learning Bubbles are kept separated from each other to minimise risk and help to keep pupils safe.

### **How will the school promote personal hygiene and ensure the school is clean?**

The school will undergo a thorough deep clean of all areas during the half-term break. All the areas being used will also receive a rigorous clean at the end of the school day. This will include disinfecting any shared resources e.g. games equipment and construction toys. In addition, surfaces, door handles and toilets will be cleaned at regular intervals i.e. at least twice during the school day.

As a minimum, time will be allocated for all children to wash their hands as follows:

- On arrival to school and before they leave at the end of the day
- Before and after eating lunch
- After going to the toilet
- Before and after playing outside

Children will also be reminded to try to catch any coughs or sneezes into a tissue, to bin it and then wash their hands.

Each Learning Bubble will have its own supply of tissues, paper towels, soaps, hand gel, wipes, cleaning cloths and personal protective equipment (PPE) for staff. Typically, PPE will be used when social distancing is not possible e.g. if a child requires medical attention. However, some members of staff may choose to wear PPE at other times, such as visors.

### **Can the school guarantee social distancing among the children?**

We will be doing our best to support social distancing among children by:

- Restricting the number of children in our Learning Bubbles and keeping the Learning Bubbles separate during the school day
- Providing a designated outside area for each Learning Bubble
- Implementing other measures such as the spacing out the desks and providing floor markings

It is important that parents/carers understand that social distancing is not always possible for primary aged pupils. The Department of Education states, '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. Instead, we can reduce contact and transmission risk by ensuring children and staff only mix in a small, consistent group and stay away from other people and groups.'

### **How can I help to prepare my child to return to school?**

Children are likely to be both excited and anxious about returning to school. It is therefore important to talk positively about the return and explain to them how life at school will be different e.g. they will need to try to keep their distance from adults and other children. Please reinforce the importance of always following the instructions from their teachers.

We will provide a short video to help reassure the children by explaining the daily routines and showing them how the classrooms will look. Please be assured that the teachers will do their utmost to support the emotional well-being of all the children on their return. This will be the main focus of the learning activities during the first few days.

### **How will my child be educated?**

The curriculum will be adapted to avoid the necessity for collaborative learning. Typically, activities will be completed individually. Opportunities for teaching lessons which require more extensive resources e.g. design technology, will be limited. Staff will adopt a more formal and instructive style of teaching and activities will be assessed as a class wherever possible.

## **What will my child wear to school and what equipment do they need?**

Your child can wear a clean uniform or school PE kit on any day. We ask parents/carers to ensure the clothes are washed each day.

Apart from those children who bring in their own packed lunch, with the exception of their water bottles, children must not bring in any other equipment from home. This includes book bags, back packs etc.

We will provide each child with their own learning resources e.g. pencils, rulers etc. These will not be shared with any others children.

## **How will lunchtime and break times be organised?**

It is important that children continue to have regular exercise and can access the outdoor areas safely. Each Learning Bubble will be timetabled to play in a separated area. The timetables will be staggered so we can avoid contact between Learning Bubbles. Each Learning Bubble will have their own games equipment e.g. bats and balls. These will be cleaned and disinfected at the end of each day.

All children in Reception who usually have School Meals will be provided with a packed lunch and will either remain in their classrooms and/or go to a designated outdoor area to eat.

Children who usually bring in their own packed lunch can continue to do so, but will need to store their items separately in a designated space with their classroom. We advise parents/carers to put a plastic 'ice block' in their child's lunchbox to help keep the food fresh in the warm weather.

All children in Year 1 and 6 along with those in the Key Stage 1 or Key Stage 2 Keyworker Bubbles who usually have School Meals, will be provided with a hot school meal. Please understand that the choices will be limited. The dining hall will be timetabled to keep the Learning Bubbles separated and to promote social distancing.

## **Will the school continue to provide Home Learning activities?**

The school will continue to provide Home Learning activities for all the children who remain at home. We will also continue to provide the printed packs for collection for those children who do not have easy access to technology.

For the year groups who have returned, we will try to align the Home Learning with the lessons in school. Please be aware that most of our teachers will now be expected to be teaching in school and to prepare and monitor the Home Learning. Please understand that this may have an impact in respect to the speed in which we are able to respond to questions from home and may also slow down the development of the online Google Classrooms.

## **What will happen if someone in the Learning Bubble becomes unwell?**

If a pupil or member of staff becomes unwell and their symptoms indicate that they might have Coronavirus, we will take prompt action to:

- Isolate that person from the rest of the group
- Make arrangements for them to go home and provide information to enable them to undertake a test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Inform our parents/carers and staff that an issue has arisen

If the test result is positive, we will close the Learning Bubble for a period of fourteen days and ensure the classroom receives a deep clean. Public Health England will advise if we need to implement wider closures.

## **How can I monitor my child's physical and emotional well-being?**

We strongly recommend that you monitor the temperature of your child and other members of your household each morning, and remain aware of any signs of COVID-19. If you do have any concerns, or your child is otherwise unwell, it is crucial that you continue to follow our absence procedures by contacting the school office at the earliest opportunity.

If your child is showing ongoing signs of anxiety, please contact your child's teacher by emailing the school office and we will do our best to provide additional support. Please be aware that there are also links to online resources and advice on the school's website.

## **When will the children from Years 2, 3, 4 and 5 return to school?**

Although the Government has indicated an intention for all primary aged pupils to return to school before the end of the summer term, we have yet to receive any further guidance. This could only happen if the Government deemed it safe to change the guidance to allow for up to 30 children in each Learning Bubble.

If you have any other concerns or questions, please email [office@cavendish.hounslow.sch.uk](mailto:office@cavendish.hounslow.sch.uk)

Thank you for your continuing support, patience and understanding



Edensor Road • Chiswick • London W4 2RG

**Tel** 020 8994 6835 • **Fax** 020 8995 1730 • **Email** [office@cavendish.hounslow.sch.uk](mailto:office@cavendish.hounslow.sch.uk)