

Friday July 17th 2020

All pupils returning in September: Procedural Letter for parents and pupils in Year 6

Dear Parents/Carers,

We are really excited about welcoming back all pupils to Lauriston School from **Monday 7th September 2020**. We know that this has been such a challenging time for all our pupils and parents and we thank you all for the hard work and personal sacrifices you have made to help provide your children with home learning opportunities whilst school has been partially closed.

Although we are opening up for all pupils, the school needs to follow government guidance to ensure the school site is as COVID secure as is practicably possible. This means that the school still need to make a number of adjustments to the school day which will affect both parents and pupils. While the guidance remains in place the school must make these adjustments to ensure the safety and well-being of all pupils and staff. We recognise that some of these adjustments, such as the staggered start and end times to the school day, might be inconvenient for parents and we ask for patience and understanding while government guidance remains in place.

Please read both the government guidance for parents / carers [Guidance for parents - Autumn Term](#) as well as the rest of this letter as it provides details of what life at Lauriston will look like for your child in September.

Deciding to send your child in:

- School attendance will again be mandatory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply
- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, you should telephone the school to find out what support is in place in terms of remote education
- Many families will want to take a holiday over the summer period, which may involve travelling abroad. As ever, parents should plan their holidays within school and college holidays and avoid seeking permission to take their children out of school during term time. If travelling to a country that requires you to self-isolate for 14 days on return, you should ensure that you arrive home in time to self-isolate before 7th September

School Start Time / Finish Time:

- For Year 6 School starts at **8:45am** and finishes at **3:15pm**
- Government guidance requires schools to stagger arrival times and entrances to limit the chance of different year group pods mixing
- When government guidance allows, Lauriston will return to the normal school hours

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Head of School – Mr Louis Harris

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Business Manager - Lorraine Groom

Site Manager – Everton Harewood

Child drop off:

All Drop off and collection for Year 6 will be through the Connor Street gate

Please make sure that all pupils arrive promptly for the start of the school day. We have very limited time between arrival of different year groups – we appreciate your support in this matter.

- Year 6 drop off between **8:45am – 8:50am**
- Only one parent / carer to drop child at school
- Member of site team or SLT member on gate
- Parents to wait in socially distanced line until gates are open
- Teachers and support staff from each class in Year 6 will be waiting by Connor Street gate to welcome your child
- One child at a time invited through the gate by SLT member or Teacher and asked to join their class line
- Marks on playground floor will indicate where children should stand
- Gate closes at **8:50am**
- Any child arriving after this time must go through the front office
- One class at a time, teachers to lead children up the Y4/6 staircase
- All children's possessions, including packed lunches and P.E kits, to be kept in the cloakrooms (staggered arrival times and dismissals will limit the chance of mixing with other year groups)
- Please be advised that parents will not be allowed to enter the school grounds, due to keeping the site as Covid secure as possible, and there will be no opportunity to speak with teachers at either drop off or collection. If parents have any concerns or questions for staff members, please email admin@lauriston.hackney.sch.uk
- If there is a change to government guidance around keeping the site Covid Secure during the summer holidays we will send an update to parents by September 4th
- We will also be holding '**Meet the Teacher**' meetings for parents in weeks 2&3. These meetings will be a chance to hear about the structure of your child's school day, be talked through the curriculum and for you to ask any questions you may have

Child Collection:

All Drop off and collection will be through the Connor Street gate

- Year 6 collection / dismissal is at **3:15pm**
- Children line up in their classes and in line spaces according to markings
- Any children with bikes / scooters to collect one at a time - additional adult to supervise
- Parents to wait in socially distanced line until gates are open
- SLT or site member on gate
- SLT or class teacher to call children for dismissal based on parent line order. One child is dismissed at a time through the gate
- Teachers/adults are **not** to shake hands at dismissal
- Any children not collected by **3:20pm** will be taken to lates in library and phone calls to parents will be made. Please go to main office to collect your child
- Please be advised that parents will not be allowed to enter the school grounds and there will be no opportunity to speak with teachers at either drop off or collection. If parents have any concerns or questions for staff members, please email admin@lauriston.hackney.sch.uk

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Risk Assessment:

- A detailed risk assessment has been written in consultation with staff, union representatives and governors
- This will be available for all parents through the school website on Friday 17th July

Structure of School Day:

In order to minimise any potential mixing of year groups or pods, we have created a very structured school day for the returning pupils. **Please note that should government guidance change we will extend the school day to normal hours and the timetable will change to reflect this.*

8:45am	Arrival time at school
8:45am -9:15am	Handwashing & Early Work Tasks
9:15-10:15am	Maths
10:15-10:30am	Free Reading
10:30-11:15am	Reading
11:15-11:45am	Break Time
11:45am - 12	Spellings / handwriting / Grammar skills
12-1pm	Writing
1-2pm	Lunch Time
2-3pm	Topic / Science / ICT / PHSCE
3pm	Daily Reflection & Read Aloud
3:15pm	Collection by Parents

Curriculum:

The recovery curriculum will be focused on preparing the children for a successful transition to Year 6. Teachers will use a variety of assessment for learning strategies to identify gaps which may have developed during the enforced closure. This will feed into their planning for future lessons and allow teachers to ensure that all pupils are confident in the core skills expected from the previous year. For the first 2 weeks the afternoons will be spent working on social and emotional aspects of learning and taking part in an extended whole school Big Draw event where pupils will explore themes of race and justice through artwork. There will be daily opportunities for the pupils to explore how they are feeling and support will be available for any pupils who are finding the return to school challenging.

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A year 6 'Meet The Teacher' meeting for parents has been scheduled for **Thursday 24th September at 4:30pm in the school Hall**. (*Further information about this meeting will be sent after the summer holidays*)

Short Notice Change to Provision:

- Please note that if either a staff member or pupil tests positive for COVID-19, then the school will contact the local health protection team, relevant families and staff members and they will be asked to follow government guidance and self-isolate for 14 days – this will mean the immediate closing down of the provision for that year group Pod or possibly multiple year group pods (see risk assessment for further information or guidance attached [Stay at home: guidance for households, Main Messages](#))
- Please note that in the event of further national school closures directed by the government, the school might need to close at short notice
- In both these events, home learning will be provided for pupils

Social Distancing:

- The government guidance is clear that primary school children cannot be expected to follow social distancing measures

“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.”

- We have minimised contact and mixing of pupils by allocating pupils to pods - year group pods of 60 or fewer (classrooms will only have a maximum of 30 pupils)
- These pods will be kept separate throughout the school day wherever possible
- Signage reminding pupils and staff about social distancing will be in place throughout the school
- Pupils will be reminded by staff to follow the 2m social distancing wherever possible, but please be aware this cannot be guaranteed

Classroom Layout:

- Each classroom has a maximum of 15 desks and 30 chairs
- Where possible pupils will be sat forward facing
- Where possible pupils will sit in the same space within the classroom each day
- Classroom doors and air vents will remain open to increase air flow to the learning spaces

Movement Around the School:

- Year 6 pods will use the Yr4/6 staircase to move around the school

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Hand Hygiene:

- All staff, pupils and visitors need to use hand sanitiser when entering or exiting the school through the front office
- All pupils will be required to wash their hands or use hand sanitiser at these times:
 - Arrival in School
 - After Play
 - Before Lunch
 - After Lunch Play
 - Before dismissal
 - After any outside learning
- Additional hand sanitiser dispensers are located throughout the school
- All classrooms, lunch hall and offices have hand sanitiser
- Pupils will be reminded by staff about good hand hygiene
- Pupils who find hand washing independently difficult will be supported by adults

Toilets:

- Pupils will need to use a toilet pass when going to the toilet
- Only one pupil (per class) will be allowed into the toilet at any one time
- Where possible, adults will escort pupils to and from toilets
- Increased cleaning of toilets during school day
- Hygiene of toilets to be checked regularly during school day
- Hand washing signage will be displayed in all toilets

Pods:

- A pod is classed as a year group (so a maximum of 60 pupils – both year group classes)
- Pupils can move between year group classes and remain in their pods e.g for Phonics groups
- Where possible staff to work only with pod they are assigned to reduce the risk of transmission – however guidance does allow staff to move between pods
- Pupils will be taught by their class teacher

Equipment and Resources:

- Each year group pod will have its own equipment for use in playground
- Each pod will have its own art resources
- Pupils will be provided with stationary – pupils should not bring in their own pencil cases
- Resources will be cleaned at the end of each day

Lunchtime Structure:

- All pupils must wash their hands before entering the lunch hall
- Floor markings indicate where pupils should stand when queuing
- Only one year group in the lunch hall at any one time
- Lunch tables to be socially distanced where possible within hall
- Each pod will remain in the lunch hall until all pupils within that pod have finished
- They will then be taken to their zone within the playground

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- The lunch tables will then be cleaned ready for another Pod
- The playground will be split into three zones during lunchtime – one zone for year 6
- Children will use equipment allocated to their Pod

Group	Into hall	Back to classroom
Year 6	Rotate between: 1pm 1:20pm 1:40pm	2pm

Packed Lunches:

- We would encourage all pupils to eat a school lunch
- If you do choose to provide your child with a packed lunch, please ensure that the lunch box is cleaned each evening and that the lunch provided is healthy and does not contain nuts of any kind

Clothing:

- It is recommended that all pupils and staff wear freshly washed clothes each day
- P.E kits to be brought in and taken home for washing on the same day

Behaviour Expectations:

- There have been significant changes within our setting in response to the COVID-19 pandemic. Despite the changes, the school's Behaviour Statement remains the same. However, it is more important than ever that children listen to and follow adults' instructions immediately.
- All adults working with our children have a responsibility for promoting safe and positive behaviour. Children also have a responsibility to behave well and have the right to expect others to behave respectfully towards them. Where a child is unable to follow instructions and behaves in any way that puts either themselves or others at risk, in respect to Coronavirus spread then that child will need to have a behaviour risk assessment completed and parents will be notified and a meeting with senior leadership may be required (see COVID-19 Appendix to the Behaviour Policy on our website)

First Aid:

- Staff in each Pod will carry a first aid kit with them during learning time and break times
- A separate Medical Station will be located in the library
- A separate isolation area has been set up for anyone displaying symptoms of COVID-19
- Head injury procedures remain the same
- If there have been any changes to your child's medical needs during the lockdown, you **must** notify the school so we can update our records before your child returns

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Confirmed Case of COVID 19:

- If a child shows symptoms of Covid-19 a member of SLT wearing appropriate PPE will collect them and take them to the isolation area and parents/carers will be asked to collect immediately. They will be required to get tested and inform the school of the results. As per [Stay at home: guidance for households, Main Messages](#)
- If a member of staff tests positive with Covid-19 the school will report this to the local health protection team and work with them to contact pupils and staff who will need to self-isolate for 14 days
- This may result in the closure of a year group pod or multiple year group pods – The local health protection team will provide definitive list of those who will need to self-isolate
- Any child or adult needing the toilet while waiting in the Isolation Area will use a separate toilet (located in first aid room)
- Isolation Area to be cleaned immediately after use
- First Aid room toilet to be cleaned immediately after use
- Non-Contact Thermometers are available for checking for fever/high temperature (37.8C or greater)
- A member of staff might be required to wait in the isolation area with a pupil. If this is required, they will wear PPE.

PPE:

Guidance says PPE is only needed in a very small number of cases including:

- Where an individual child or young person becomes ill with Covid-19 symptoms while at school, and only then if a distance of 2m cannot be maintained
- Where a child or young person has routine intimate care needs that involves the use of PPE, in which case PPE should continue to be used

Water Bottles:

Please make sure that your child brings their own clean water bottle in each day

Home Learning:

- Should there be a closure of a Year Group Pod, multiple Year Group Pods or the entire school, Home Learning provision will be provided. We will review this home learning provision based on feedback parents have provided during the current school closure

School Office:

- Please note that the school office remains open for telephone and email enquiries between 8-4pm. Parents should not go the school office in person due to increasing the risk of transmission for staff
- Any meetings to see members of staff are by appointment only and if required will be by telephone or virtual meeting

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Extended Day, Breakfast Club & After School Clubs:

- There will be no provision for extended day, Breakfast club or clubs for the first 3 weeks of term
- We will review this after 3 weeks and communicate any changes to parents

Should there be a change of government guidance during the summer holidays, we will send an update to parents by September 4th.

Yours sincerely,



Mr Louis Harris
Head of School