



Chase Lane Primary School and Nursery Unit

Chase Lane Primary School, York Road, Chingford, London E4 8LA Tel 020 8529 6827 Fax 020 8523 8133
Email: chaselanepri@chaselanepri.waltham.sch.uk Website <http://www.chaselanepri.waltham.sch.uk>
Head Teacher: Mr C Jeffery B.A (Hons)

29th May 2020

Dear Parents/Carers

I write this week with an update on school reopening to Nursery, Reception, Year 1 and Year 6. It has now been declared by SAGE that the nation has satisfied the 5 scientific reasons for safely reopening schools to some children. I apologise in advance as this week's update is mainly directed at those returning next week or those considering sending their child to school. For all of those staying at home, I wish you all the best in continuing to complete all of the online work which teachers will still be setting.

This week we have worked tirelessly to scrutinise the guidance published by the Government alongside other documentation and recommendations from relevant groups including the Department for Education, local authority and trade unions.

As well as taking on board official advice and recommendations, we have undertaken a detailed and comprehensive review of Chase Lane's capacity to implement the suggested plans for a phased reopening. We have prepared a very detailed risk assessment with the health and safety of children, staff and parents as the priority above reopening. This has included looking at the staff we currently have available to work, alongside the design and infrastructure of the building, including classroom sizes and access points to and from the building. We have carried out this review in consultation with the Governing Body, entire Chase Lane staff and the Local Authority.

As a result of this work we have made the following decision to reopen the school on a phased return. First we will describe who can attend and the arrangements for doing so safely:

It is essential that you read this very detailed letter so that you fully understand how we can safely return and the measures that we have taken to safely welcome back children. As a parent myself, I would want to know more about the measures taking place inside the building to make informed decisions about whether or not to send my child to school.

Every classroom has been stripped of unnecessary furniture and desks have been measured out to ensure that they are 2 metres apart. In addition, all dressing up and soft furnishings have been removed.

The school have employed additional cleaners who will collectively increase our current cleaning capacity by 10 hours per day. These cleaners will be required to sanitise all areas ready for each session. In addition, our teachers and support staff have very kindly offered to sanitise desk tops, door handles etc. using antibacterial spray and disposable wipes. Basically, we have taken the view of 'you can't clean too much'.

Good hand hygiene is essential for us to maintain a healthy environment. As children arrive at school, we will be squirting hand sanitiser for them to rub their hands. When the children enter the classrooms they will then be directed to wash their hands with soap and water. We then have checklists for each adult and child to sign or tick at various points in the day when we are required to wash our hands again with soap and water.



Children in Reception, Year 1 and Year 6 will all have their personal zip wallet of resources supplied by the school so that they don't share equipment. Children will stay in their bubble and should not come into contact with any other bubble during the day. Teachers will be allowed to take the children for outdoor learning instead of playtime to the school field. The field is set in zones to protect bubbles. These activities will mostly be well-being based. Activities in the classroom will be Literacy and Numeracy based.

A one-way system has been set up in the corridors so that children do not pass one another at any time.

Water fountains have been taped off and put out of action. You are encouraged to send your child to school with a bottle of water which they can keep on their desk.

The Nursery has created two zones so that we can keep bubbles apart should numbers increase. Activities inside will be replenished between morning and afternoon sessions to ensure that there is no cross contamination.

Please be reminded that whilst we will encourage social distancing in Nursery and Reception it will be impossible to control this at all times. Please be reassured that children in different bubbles will be kept apart.

- **On Monday 1st of June** Chase Lane will only re-open to children in **Nursery and Year 1** who have notified us that they will be attending. **Families who have not called in will not be allowed to bring their children in.**
- **On Wednesday 3rd June**, Chase Lane will re-open to Reception and Year 6 who have notified us that they will be attending. **Families who have not called in will not be allowed to bring their children in.**
- The following drop off and pick up times must be strictly adhered to to allow us to maintain a safe control of the numbers of people on site at any given time.

Year Group	Drop off /Collection	Morning Bubble	Afternoon Bubble	Start Date
Nursery	Nursery door	9:00am - 11:20am	1:05pm - 3:25pm	Monday 1st June
Reception	KS1 Playground	9:00am - 11:30am	12:45pm - 3:15pm	Wednesday 3 rd June
Year 1	KS1 Playground	9:15am - 11:45am	1:00pm - 3:30pm	Monday 1 st June
Year 6	Outside main office Reception area	8:45am - 11:15am	12:45pm - 3:15pm	Wednesday 3 rd June
		All Day		
Key worker/vulnerable group	Outside main office Reception area	8:45am - 3:30pm		Monday 1 st June



- We will continue to provide a provision for keyworker and vulnerable children. As a school, we do not have the capacity to increase this provision so places are limited. This will continue to be staffed by support staff on a rota basis. Please note, that if your child attends this provision then they will remain within this group for the duration of the current Government restrictions. For example, a Year 6 pupil will remain in this group and not be able to join other year 6 children who may be in school. This is to prevent possible cross contamination between different groups of children and minimise social contact.
- Children in the key worker/vulnerable children group will now enter via the KS2 playground and will be collected from outside the canteen hall by school staff. For the very young children we will have staff at the barriers to take the children to the correct place.
- Key worker and vulnerable group is only available to families where both parents/carers are proven key workers. Or in a single parent family where that parent is a key worker.
- Children will be in groups which we refer to as 'bubbles' of no more than 15. These bubbles will remain static for the duration of the current Government restrictions and children will only mix with children in their bubble.
- Bubbles have been designed around known friendship groups. We have not been able to fulfil requests to change sessions; this has only been done in cases when there are siblings in different year groups so that families can have both children in the morning or afternoon session.
- Due to the nature of the reduced class sizes, children will not be taught by their usual class teacher and in most cases will not be in their regular classroom. Depending on staff capacity, some groups may be led by another teacher or a teaching assistant when necessary.

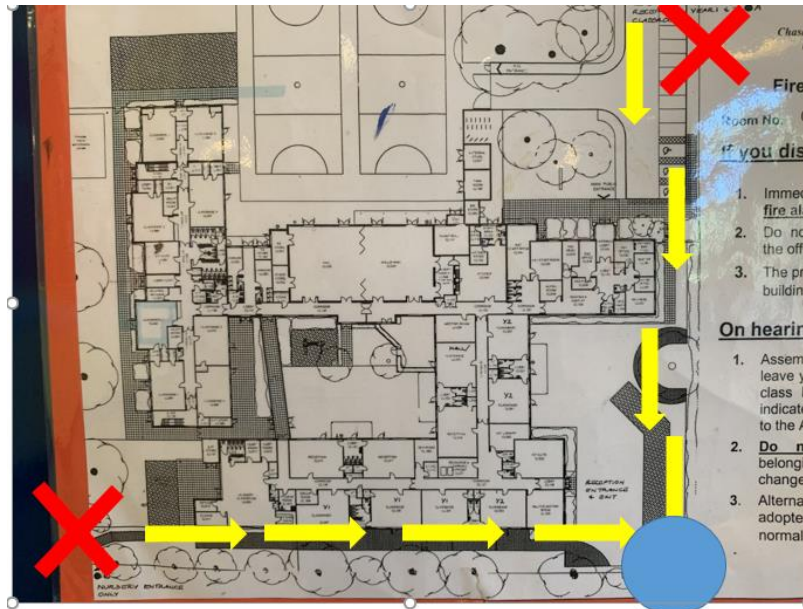
Parents need to adhere to the following procedures to help us all to stay safe:

- Nursery parents must drop off the children via the nursery gate. They must exit via the KS1 playground to maintain a one-way flow of traffic.
- Reception, year 1 and year 6 must all enter via the main entrance next to the health centre. They must exit via the KS1 playground at Soper Close. Please see the attached map that shows this clearly.
- The KS1 gate on Soper Close will be exit only so no parents will be allowed to enter this way.
- There are clear markings and signs to show the one-way system in place. Please follow them.
- Parents will see lines of chairs and physical barriers to keep school staff at a distance. Please do not cross these barriers.
- Please ensure that you maintain social distancing when dropping off and collecting children.
- Please avoid congregating at the school gates.
- Please ensure that only one parent drops off/collects children from school.
- Parents will not be able to enter the school premises (building) unless attending a prearranged meeting.
- The office reception should only be accessed in an emergency however office staff are continuing to work and parents can call the school number 0208 529 6827 between 7:45am and 3:30pm
- For the foreseeable future we cannot store children's bikes or scooters.



- I am not encouraging families to use public transport and will understand if you choose not to attend for this reason.

Currently we know the exact number of children who will be returning to school next week and we have ONLY included these children in our planning arrangements. Therefore, children will not be able to just 'turn up' on the day, this is for health and safety reasons. If you decide that you would like your child to return to school, you must contact the school and your child will be able to attend from the Monday of the following week. This allows us to make sure that we can accommodate this safely.



The above map shows that families will enter the site via the York road and Soper Close Nursery Entrance marked with red crosses. Both of these entrances are only a single gate. To avoid two-way traffic in such a tight area, the blue circle indicates the exit which is a double gate to ensure maximum social distancing. These entrances and exit are 1 way only. Staff will be ensuring families follow the correct direction and asking that social distancing is maintained. SLT will be on duty at main entrances and exit to ensure that families do not congregate.

If you have got this far in this letter thank you for taking the time to read it so diligently. Please be reassured that whilst we don't have the answers to COVID-19 we have gone over and above to ensure that Chase Lane is ready for children to safely return.

If you have any further questions please feel free to contact the school either via email at chaselanepri@cpwaltham.org.uk or call the school office on 0208 529 6827.

In the meantime, to those who are going to be coming back and those who will be staying at home, I wish you all the very best of health.

Kind regards

Mr Jeffery