



## 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@clpwaltham.org.uk](mailto:chaselanepri@clpwaltham.org.uk) Website <http://www.chaselanepri.waltham.sch.uk>

Head Teacher: Mr C Jeffery B.A (Hons)

August 2020

Dear Parents/Carers

### **Re: What parents/carers need to know for returning to Chase Lane in September**

I hope you have managed to have a good summer break so far and enjoy the warm weather. I write with a few important reminders that must be adhered to when we return in Autumn term for the new academic year 2020-2021.

#### **Start dates**

We are very much looking forward to welcoming everyone from Reception - Year 6 back to school on **Monday 7<sup>th</sup> September**, and the new Nursery children who will start from Wednesday 9<sup>th</sup> September. Many children have already been in school during the lockdown period and since June and are aware of the changes the school has had to make. For everyone in September, below is an outline of what the school will be putting in place to ensure the safe return of all children.

We have reviewed, updated and submitted a revised Risk Assessment for approval from the Local Authority in accordance to the recent government guidance regarding the reopening of school for all pupils in September. Please note that all children must return to school in September or fines will be issued by the Local Authority. It is well known that many holiday destinations currently carry quarantine restrictions upon return. Please see the link below for full details:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#updates-to-the-travel-corridor-list>

If you have visited any these countries, you should have now returned to ensure your child is able to return to school on Monday 7<sup>th</sup> September.

#### **Increased Hygiene Measures**

Children will sanitise their hands on arrival at school and wash their hands once they enter the classroom. This routine will be repeated when the children return from morning break, before they eat their lunch, on return to the classroom after their lunch break and just before home time.

The Government protocol of 'Catch it, Bin it, Kill it,' will be followed rigorously and hands washed after any coughs and sneezes. Each classroom has a bin for the disposal of tissues and paper towels. Frequently touched surfaces around the school e.g. door handles, taps, desks will be cleaned throughout the day. Windows will be kept open at all times to ensure maximum ventilation. In addition, the school has secured additional cleaners through the Local Authority to ensure that all learning environments are cleaned and sanitised twice daily.

#### **Staggered Start/Finish Times**

When we return in September, we will continue to operate staggered start and end times to the school day, details of which can be found on the next page. Children will only be allowed on site at their designated drop off time. When you drop off your child they will be greeted by a member of staff. Please ensure that you observe social distancing when queueing and leave immediately after dropping off or picking up to avoid congestion; observing the new one-way system. It is really



important that drop off and pick up times are strictly adhered to in order to minimise crowding. At these times it will be tempting to stop and catch up with other parents, we kindly ask that you please do not gather at the entrance and exits gates. Please leave the paths clear. In the case of an emergency, when another adult needs to pick up your child, please contact the office to let us know who the adult will be.

If you are late dropping off your child, they cannot be brought in with another Bubble. In this instance, please telephone the office and someone will give you advice as to where to take your child.

Playtimes will also be staggered so that year groups don't go out in the same area at the same time as others. This will impact on lunchtime.

Please see the table below for details of start and finish times for all children.

<u>Year Group</u>	<u>Start</u>	<u>End</u>
<b>Nursery am</b>	8:55	11:55
<b>Nursery pm</b>	12:25	3:20
<b>Nursery 30 hours</b>	8:55	3:20
<b>Reception</b>	9:05	3:25
<b>Year 1</b>	8:55	3:15
<b>Year 2</b>	8:45	3:30
<b>Year 3</b>	9:05	3:25
<b>Year 4</b>	9:15	3:35
<b>Year 5</b>	8:55	3:15
<b>Year 6</b>	8:45	3:30

At lunchtime children will all have packed lunches. As of September 2020 no chocolate in any form will be allowed in a child's lunch. If you currently provide your child with a packed lunch, then please continue to do so. If your child currently has school meals, either free school meals or paid meals then this will continue but please be aware, we will be providing the children with a packed lunch, **not a hot meal**. This is so that the children can eat their lunch in their classroom as obviously the canteen cannot be used as a public space for all to use. As we get closer to the autumn half term we will be seeking to provide hot meals but currently this is not an option.

Children in Year 6 will be permitted to walk home alone at the end of the school day from September through to half-term, but they must have written parental consent in order to do so. Year 6 children who are not collected from school may bring a mobile phone to school. All mobile phones must be given to the class teacher on arrival and collected from the class teacher at the end of the day.

### **Attendance**

Attendance will be mandatory from September, as the government expects all pupils to attend school. The usual rules will apply, meaning we will be recording attendance and following up on any absences. If your child has been staying at home due to the current shielding guidance, the government ended this requirement on 1<sup>st</sup> August. This means your child should be able to come back to school in September.



### **Breakfast Club & Afterschool Club**

Wrap around care will continue in the form of breakfast club and afterschool club however there are no additional places available in breakfast club. Children who were attending breakfast club prior to lockdown will still have their place. For afterschool club, you will need to book via the YMCA website. Bookings can be made via the Magic Booking online system. Please note that this provision will mean different children from different bubbles being in the hall together. To minimise risk, we will be using one of our large canteen tables per year group for example: all Year 1 children will have their own table, Year 2 on another table and so on. The children will have to stay at that table whilst in the club only leaving the table to go to the toilet. The school governors and I accept that this is the best we can offer to those families who rely on this service.

### **Mask/Face Coverings**

Please note children under 11 do not need to wear a face mask on public transport or in shops. However, if you choose for your child to wear a mask to and from school it must be removed and taken home before they enter the school site. No face coverings will be worn in school.

### **Uniform**

Children are expected to wear full school uniform from September. Please remember, when purchasing school shoes for your child, **only BLACK shoes with BLACK soles are allowed**. No sparkles, ticks, stripes in white or any colours are permitted.

### **Equipment needed**

Please be aware children **will not** need a school bag as this could spread germs. Children will only need to bring the following items in to school:

- Reading book – children will be provided with a plastic zip wallet for their book that they can wipe down with antibacterial wipes
- Packed Lunch - which should be thoroughly cleaned at home each evening including the pack lunch bag
- Every day children must bring in a water bottle containing water only, which will stay on their desks for use. Water fountains in the playground will be shut off
- PE Kit - which will remain in school

### **Communication**

The school office is open at all times. However, parents are asked to only come to the reception area in medical emergencies. All other messages for teachers or queries must be made by calling the school number 0208 529 6827 between 7:45am and 3:30pm. Alternatively you can email [chaselanepri@clpwaltham.org.uk](mailto:chaselanepri@clpwaltham.org.uk)

### **Family Circumstances**

Some families will have possibly been directly affected by COVID-19. If your child has been affected by a bereavement or suffered symptoms, please let us know so that we can put additional support in place for them when they return.

I am aware that during these unprecedented times many businesses and companies have closed down. As a result, unfortunately many people have lost their jobs. If you are a family affected in this way, it is imperative that you let us know. There are many entitlements available to families that the school can access on your behalf. Some families may not be aware of these and we are here to signpost you to such services. For example, this might include Free School Meals or income support.



**Clubs**

During the Autumn term we will not be able to provide the usual range of extra-curricular clubs as this would mean that children would be mixing with children from other bubbles unnecessarily. However, this will be reviewed for Spring term.

**Bikes/Scooters**

Whilst we do encourage cycling to school, unfortunately we cannot store scooters or bicycles on site. In order to ease congestion and ensure drop off and pick up happens as efficiently as possible, parents/carers will need to take bikes/scooters home each day after drop-off. I realise that this may be a problem for any children who travel to and from school via bike/scooter alone. In such cases, please come and speak to me so that we can find a suitable resolution.

Throughout the summer holidays the Senior Leadership Team have worked tirelessly to ensure that the school environment is as safe as possible for when the children return in September.

The importance of all children returning to school is difficult to put into words. The impact of lockdown on your child's learning will have been huge. It is for this reason that we look forward to the safe return of all children in September.

If you have any further questions please do not hesitate to contact me on [chaselanepri@clpwaltham.org.uk](mailto:chaselanepri@clpwaltham.org.uk)

Kind regards



Mr Jeffery