



Head Teacher:

Mrs Beth Atkinson

BA (hons) PGCE NPQH

Windmill Way, Ingleby Barwick  
Stockton on Tees, TS17 0LW

Tel: 01642 761985

Fax: 01642 750192

Email:

[inglebymill.school@stockton.gov.uk](mailto:inglebymill.school@stockton.gov.uk)

Website:

[www.inglebymill.org.uk](http://www.inglebymill.org.uk)



Dear Parent/Carers,

### Reception – Potential return to school in June

The Government, in their announcement on Sunday 10th May, stated that they would like to get children back into education as soon as the scientific advice allows (conditionally from June 1<sup>st</sup>). Since then, school leaders at Ingleby Mill have been planning how this can be done as safely as possible and in line with government guidance.

Please be aware that at this moment it is still parent and carer choice and families will not be penalised for their children not attending school.

At the time of writing and following Government guidance, we are planning for the phased reopening of year groups identified within the government guidance which we have been told to prioritise in the following order: Nursery and Reception then Year 1 then Year 6.

Thank you to parents for responding to the text sent last week asking for an initial indication of the numbers of children we might be dealing with. This was merely an indication and you will not be held to your initial response. The replies have been helpful in putting together an outline plan for reopening school with the safety of pupils, parents and staff as our number one priority. In order to finalise plans and to group children, we now need parents to make a firm decision as to whether you do intend to send your child back to school should we be given the go-ahead that it is safe to do so. To inform your decision-making I have outlined below the organisational and safety measures that will be in place including specific instructions for your child's year group.

#### Phased return:

##### Children in nursery and reception

Return to school WB June 1<sup>st</sup>

##### Children in Year 1

Return to school WB June 8<sup>th</sup>

##### Children in Year 6

Return to school WB July 6<sup>th</sup> (if numbers allow)

##### Provision for keyworker children and invited vulnerable groups

This provision is on-going and will continue for children in all year groups until the end of the summer term using the online booking system.

If your child is in nursery, reception, year 1 or year 6, your child will be based with the rest of their year group from the date that school opens for that year group. At this point you will no longer need to book.

**In order to be as year group specific as possible, information from this point will differ slightly according to the year group of your child, with separate letters being sent to year groups. If you have more than one child at school this will mean you will receive more than one letter.**

## **Reception – From Monday 1<sup>st</sup> June**

### **Where:**

Reception children will be based in small groups spread out across classrooms in team 3 (normally our year 1 and 2 classrooms)

### **When:**

School will be open for Reception children from Monday 1<sup>st</sup> June as follows:

Every Monday-Thursday - all day

Every Friday - morning only. The afternoon will be used for enhanced cleaning and teacher planning.

### **Drop-off and collection:**

To avoid any need for parents to gather in the playground there will be no bells and there will be a large time window in which **one adult per family** can drop off and collect their child/children. This should be directly to and from the classroom door for the four classrooms where doors lead directly onto the reception play area. For the two classes without direct access to outside, drop off and collection will be at the door at the end of the team 3 corridor. Staff will be outside to help direct parents and children to the correct entrance.

Drop-off: any time between 8.30 and 9.15am.

Collection Mon-Thurs: any time between 2.30 and 3.15pm

Collection Fri: any time between 11.30 and 12.00 if your child is not remaining in school for lunch and between 1.00 and 1.30pm if your child is remaining in school for lunch

### **Uniform:**

Children should wear their uniform with comfortable shoes or trainers.

### **Teaching Groups:**

Children will be registered and taught in small groups (maximum 10) in an allocated classroom base with an allocated member of Ingleby Mill teaching staff (not necessarily their own teacher). Children will remain with their group of up to ten, and will not mix at all with children from other groups. Teachers will find as many opportunities as possible for learning to take place outside.

Teaching assistants will provide additional support across a maximum of two groups and this support will be mainly focused on supervising outdoor learning, playtimes, hand washing, first aid, drop offs and collections at the beginning and end of the day as well as administrative support to teachers.

### **Classroom organisation:**

This part of planning has been hard for my early years staff as much of what is best practice for early years will not be able to happen within required safety measures. Reception children will be allocated their own desk – this will be new to them. Desks will be separated with one child and two chairs per desk; one chair for the child and one for the child's coat and packed lunch. (It is June so the heating will be switched off throughout school and windows will be open throughout the day for ventilation). Children should bring nothing into school apart from their coat and packed lunch (if required). Children will be allocated their own equipment (pens, pencils etc) and these will be kept in a tray on each child's individual desk. Any written/drawn work will be done on paper which children can take home at the end of the day.

Children with asthma should have their inhalers in school at all times. These will also be kept in the child's own tray on their desk. Children with severe asthma should not be in school and should continue learning at home. If in any doubt, parents of children with asthma (or other respiratory conditions) should take medical advice before sending your child back to school.

Reception teachers will find as many opportunities as possible for safe learning outside. They will continue to smile, reassure and encourage our children's development at all times – this will be familiar to our children.

### **Playtimes:**

Playtimes will be staggered with teaching assistants supervising a group of up to 10 children at a time in a designated area separated from other children. To aid supervision, children will wear a coloured sports bib or band during playtimes and lunchtimes to identify which group they are in. They will be allocated a bib/band of their own which they will keep in the tray on their desk.

**Lunchtimes:**

Lunchtimes will be staggered. We will continue to operate the free school meals voucher system for parents who are entitled to **benefits-based free school meals**. These children should bring in their own packed lunch.

As part of the **universal infant free school meals** scheme, all other children in reception can have a packed lunch provided by our school kitchen and delivered to the classroom. If you would prefer your child to bring in a packed lunch from home then you will indicate this in your reply. Children will remain in their classroom at their allocated table to eat their packed lunch (or in a designated area outside if the weather allows) and will have an opportunity for a short playtime supervised by allocated lunchtime assistants. Children will not be able to mix with children from other groups. We have added an afternoon playtime to the timetable to make up for the shorter playtime at lunchtime.

**Social distancing:**

Parents, carers and visitors to the school site should be respectful of social distancing requirements at all times when on the school site and should remain on site for as little time as possible. Short messages and questions can still be given to teaching assistants on the doors at the start of the day. Anything which involves a discussion should be via email or telephone call to the office.

Whilst every effort will be put into maintaining social distancing in school, I'm sure you can appreciate that we cannot guarantee it with young children.

**Handwashing:**

Children will be reminded to wash or sanitise their hands at regular intervals including on entering the building from outside, before and after their lunch, after using the toilet. Hand sanitiser will be available in every classroom.

**Cleaning:**

We have arranged for an external company to deep clean in school on Tuesday 26<sup>th</sup> May.

From June 1<sup>st</sup> our school cleaners will return to their normal working hours after school undertaking their normal cleaning routines with a particular focus on key touch points (door plates and handles, surfaces, toilet flushes and taps etc). Additional cleaning will take place on Friday afternoons. Our teaching assistants, lunchtime assistants and teachers will ensure extra wiping of equipment and touchpoints throughout the day.

**PPE:**

The main protective measures in school are described above ie staggered timings, small groups, limited mixing, hand washing, cleaning regimes and social distancing wherever possible. It is not expected that young children will wear face-masks during the school day. Young children would fiddle with them, increasing the risk of transmission.

Staff will wear gloves when supervising packed lunches. Staff have gloves, face masks and visors (as appropriate) available to them for dealing with first aid, vomiting, toileting incidents etc.

**Risk Assessments and Behaviour Policy:**

Risk assessments and the school behaviour policy will be updated to reflect measures needed to keep all children as safe as possible. A place in school cannot be offered to a child who spits, bites, licks or persistently hugs other children. In such a case, after discussion with the parent/s, the child would continue learning from home.

**Children in reception learning from home:**

Parents who decide to keep their reception child at home will continue to be directed to appropriate, recommended online programmes and resources which alongside the work books provided by school will enable parents to continue to support learning from home. Mrs Outhwaite will send out a Marvellous Me message so parents know what the main learning focus is in school each week and parents are welcome to maintain communication with their child's class teacher via email.

**Keyworker children/vulnerable groups:**

Key worker children/vulnerable children in **nursery, reception, year 1 and year 6** will attend school with the

other children in their year group from the dates outlined at the start of this letter. Please reply as outlined below. Until then they can continue to attend school in our key worker provision as normal.

I realise that there is a lot of information here for parents/carers to take in and the intention is to reassure rather than to scare. However, I believe that parents have to have as much information as possible in order to make the decision that is right for you and your family about whether to send your child back to school from June 1<sup>st</sup>.

As stated at the start of this letter, we now need parents/carers to confirm if you intend to send your child back to school or not and I ask that you do so by email directly to me at [imbeth.atkinson@sbcschools.org.uk](mailto:imbeth.atkinson@sbcschools.org.uk) by no later than Monday 25<sup>th</sup> May 2020. Your email should read as follows:

**RECEPTION**

**FULL NAME OF CHILD**

**NAME OF NORMAL RECEPTION TEACHER**

**FULL NAME OF PARENT/CARER/S**

**I have read the information provided and can confirm that, if the government agrees that it is safe to open schools from June 1<sup>st</sup>, I/We do/do not intend to send FULL NAME OF CHILD back to school from Monday 1<sup>st</sup> June 2020.**

**My child will require a packed lunch from school/My child will bring in a packed lunch from home.**

**My child will/will not stay for lunch on Fridays.**

Please note that if we do not receive a reply by Monday 25<sup>th</sup> May, we will assume that you will NOT be sending your child back to school.

From Tuesday 26<sup>th</sup> May we will finalise planning and grouping using the information received. Once groupings are set they will not change. If a parent decides not to send their child into school and later changes their mind, their child will only be able to come into school if we have a Reception group with less than 10 members.

We understand that school is operating in a very different way but please rest assured that we are putting you and your child's safety first. Thank you for your continued understanding and support. If you have any further questions about the return to school then please email me directly. This is an important decision and I understand that there may be questions that are not answered here.

Yours sincerely,

Beth Atkinson