



## **Loudwater Combined School**

Headteacher:  
Mrs. Clare Cunningham

School Way, Kingsmead Road  
Loudwater, High Wycombe  
Buckinghamshire, HP11 1JJ  
Tel: (01494) 524919  
Fax: (01494) 538313  
E-mail: [office@loudwater.bucks.sch.uk](mailto:office@loudwater.bucks.sch.uk)

17<sup>th</sup> July 2020

Dear Parents and Carers,

I am writing to you about our plans to reopen the school for all children in September. These are our current plans, as of today, however changes in the current situation could result in guidance being revised. If this happens we will contact you again.

Being able to welcome all of the children back in September is a significant step in returning to normal, however there are still some changes that need to be made to our normal operation. The reason for these changes is to enable us to follow government guidance to ensure that children, parents and staff are as safe as possible.

We have revised our risk assessment and planning, although both of these remain live documents as we respond to the changing situation and as new information becomes available. We will continue to respond to government guidance and our procedures will be reviewed prior to the second half of the autumn term.

### **A gradual start to the term**

In order to ensure that all children and parents are aware of the procedures we will be bringing classes back gradually during the first week of term:

Wednesday 2<sup>nd</sup> September – Year 2 and Year 6

Thursday 3<sup>rd</sup> September – Year 1, Year 2, Year 3, Year 5 and Year 6

Friday 4<sup>th</sup> September – Year 4 return so that Years 1-6 will all be in school

From Monday 7<sup>th</sup> September Foundation Stage children and their parents make visits to school.

### **Arriving at school**

Please try as far as possible to arrive at school at the allotted time and avoid being early. If parents and children are early then there might be an issue with too many people in a particular area. Congestion caused as a result may mean that adults are not able to maintain appropriate social distance.

Children should be accompanied by an adult who either takes them to class or waits until they have gone into class. The adult does not need to be their parent and if part of an appropriate social bubble could be the parent of another child. We also ask that children are met at the end of the day by an adult. Wherever possible please avoid bringing dogs to school. We are also asking that children do not bring bikes or scooters and leave these at school. If you have young children in pushchairs or prams, please email the school office and we will make an arrangement for you to drop your child at the main entrance.

### **Staggered start and finishing times**

So that all children and parents can maintain appropriate social distance we need to make adjustments to our start and finish times and in some cases where the children are dropped off or collected from:

#### **Staggered start times**

Year Group	Arrival time	Route into school
Year 6	8.40	Through the KS2 gate across the playground. To be in class by 8.45.
Year 5	8.50	Through the KS2 gate across the playground. To be in class by 8.55.
Year 4	9.00	Through the KS2 gate across the playground. To be in class by 9.05.
Year 3	8.55	Through the back door of Y3 classroom adjacent to the KS1 gate. To be in class by 9.05. This is where parents met children from on transition day.
Year 2	8.50	Through the KS1 gate, walking around the outside to the building to the door at the back of the classroom. To be in class by 9.00. This is the same location that you collected children from on transition day.
Year 1	9.00	Through the KS1 gate, walking around the outside to the building to the door at the back of the classroom. To be in class by 9.10. This is the same location that you collected children from on transition day.
Foundation Stage	8.45-8.55	Through the KS1 gate to the Foundation Stage gate. Children to be in class by 8.55.

**Once the parents of children in Foundation Stage, Year 1 and Year 2 have dropped children off they need to exit the school site by walking around the outside of the building and leaving across the Key Stage 2 playground.**

**Staggered finish times for pupils:**

Year Group	Time	Route
Year 6	3.30	Parents to collect from the field, entering by the field gate and leaving the same way.
Year 5	3.30	Parents to collect from the KS1 gate. Parents should wait on the right hand side of the road, behind the yellow line.
Year 4	3.20	Parents to collect from the field, entering by the field gate and leaving the same way.
Year 3	3.20	Parents to collect from the back door of the Y3 classroom. Parents should wait alongside the wall on the left hand side of the road.
Year 2	3.20	Parents come through the KS1 gate – collect from the back door of the classroom and leave around the outside of the building and across the KS2 playground.
Year 1	3.00	Parents come through the KS1 gate – collect from the back door of the classroom and leave around the outside of the building and across the KS2 playground.
Foundation Stage	12.00 (Wk3 & 4) & 3.15	Parents come through the KS1 gate – collect from the classroom and leave around the outside of the building and across the KS2 playground.

### **Bubbles or groups**

When we return in September the school will be organised into seven bubbles or groups which will comprise of a class and as far as possible the staff working with this groups will remain consistent. The government guidance recognises that it will be necessary for some staff to move between groups, but it is good practice to minimise this as far as possible to limit the number of social contacts.

### **Breakfast Club and L8R**

Due to the need to maintain seven bubbles we are unable to run either the breakfast club or the L8R club during the first half term, or until government guidance changes. I realise that these are valuable services that many parents utilise and we are committed to opening up this additional care as soon as the situation allows.

### **Classrooms**

When the children return to school classrooms will look quite different. We are required to have children sitting alongside each other rather than opposite each other as would usually be the case. This means that the tables will be arranged in rows with all children facing the teacher. Children will be encouraged to socially distance from each other as far as possible in the classroom and on the playground. We recognise that younger children will find this challenging and as a minimum we are saying that children must not touch each other. Adults in school are advised to socially distance from children and from each other.

Different classes are not allowed to mix whilst in school and social distance should be maintained as far as possible. Keeping groups consistent and separate reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the groups. This means that in the event of a positive case of coronavirus it is easier to identify those who may need to isolate and keep that number as small as possible.

### **School Uniform**

As far as possible we request that children wear school uniform. However we recognise that some children may have grown out of certain items, particularly shoes. Therefore children may wear trainers. Children who have grown out of other items may wear a plain t-shirt, a dark coloured sweat shirt or cardigan, dark coloured leggings or tracksuit bottoms. Children should not wear football shirts or jeans of any kind. Children should bring in appropriate clothes to change into for PE. Full school uniform will be required after the October half term.

### **Equipment and resources**

As far as possible we need to limit the items that children bring to school and take home again. We recognise that children will need to bring a change of clothes for PE, a water bottle, possibly a sun hat or a coat and a snack.

We will provide children with all the stationery that they need. Reading books will be available for the children in school and we will reassess whether reading books can safely be taken home in September.

Any play or PE equipment that the children will need will be assigned to their class at the start of a week and remain with the class until it is cleaned at the end of the week.

Regular handwashing will take place including after PE sessions and playtimes.

Groups will have some time in the IT suite during the week. Computers will be sanitised after each class and handwashing will take place before and after the children use the computers.

### **Moving around the school building**

Movement around inside the building will be kept to a minimum. However there will be times when children need to use the toilets or to go outside. All movement will be supervised by an adult and the toilets monitored so that no more than two children are

in the toilets at any time. Many classrooms also have additional handwashing facilities. When the group of children is going outside or returning to their classrooms if staff cannot see the route is clear they will use two-way radios to check.

### **Break times and lunchtimes**

Government guidance states that as much learning as possible should go on outside and this includes break times and lunchtimes. In order to do this we will have seven distinct areas in our outdoor space, enabling each class to have access to an area at all times during the school day. Classes will continue to be kept separate at break and lunchtimes. If the weather is wet and we are unable to use the field, break and lunch times will be staggered.

### **School Meals**

For the first half of the autumn term we will not be serving hot meals. Children will be able to order packed lunches provided by Dolce; for those children in Foundation Stage, Year 1 and Year 2 these will be free as they will for children in any other year groups who are eligible for Free School Meals.

Packed lunches should be ordered using School Grid in the normal way. Ordering should be completed before children come to school. Your child may bring a packed lunch from home, if you prefer.

Weather permitting children will be eating their lunch outside, however there may be some days when children need to eat in their classrooms. If this is the case tables will be cleaned before and after eating.

### **Children who are unwell or who need first aid**

All members of staff are trained in emergency first aid. If we have to help a child who has hurt themselves some PPE such as gloves will need to be worn and while the child is being treated social distancing will not be possible. The adults who have been working with your child will let you know if they have received first aid and if their injury is more serious we will call you to seek your advice in line with our normal procedure.

### **Illness not related to coronavirus**

If your child is unwell and is not able to come to school please telephone or email to let us know as soon as possible, on the first day of absence. If your child is unwell at school we may need to contact you to collect your child. If any of your contact details have changed, please email the office with your new details.

### **Illness which could be coronavirus**

If the symptoms your child has are similar to Coronavirus, in the first instance parents should contact 111 online: <https://111.nhs.uk/covid-19/>. Please inform the school as soon as you are able to.

Current government guidance states that:

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

If a child has coronavirus like symptoms in school guidance is that we should isolate the child to a different room, whilst we are waiting for parents to collect them. There would always be a member of staff with the child at this time. This would be the only time

when staff would be wearing additional PPE to normal requirement when looking after a sick child. This would include gloves, an apron and face mask.

If we are alerted to a possible or confirmed case of coronavirus we will immediately inform all parents in the same class and keep them updated as to the outcomes of testing, this applies whether the suspected case is of a child or staff member.

**Other considerations**

Parents should not enter the school building unless in an emergency.

Visit the school office only if absolutely necessary, email rather than phone, unless urgent.

If you must enter school, do so only through the front door. One person or people from one household, in the entrance at any one time. Please remain in the first entrance area and a member of staff will come to assist you.

Please bring children's medication back on the first day – complete new medical form if circumstances have changed. If required, please request a form to be emailed to you and return via email.

Thank-you in advance for your support, understanding and patience. We are very much looking forward to welcoming all children back in September, however we do need to be alert to any changes meaning our plans could be subject to change. If this happens we will be in touch to update you as soon as it is possible to do so.

Yours faithfully

*Clare Cunningham*

Clare Cunningham  
Head teacher

DocuSigned by:  
*Paul Randall*  
3B173EB9012944C...

Paul Randall  
Chair of Governors