



Dear Parents and Carers,

I write to you to set out the arrangements we have made to open from Monday 1st June for Vulnerable children, those of Key Workers and those in Reception, Year One and Year Six.

Before I set out these arrangements, I would like to take this opportunity to thank you all for your understanding and cooperation since we had to close to the majority of children on Friday 20th March. I know that this period has been challenging for all families. As you read the following arrangements, I ask that you bear in mind that **we will only open school if the government confirms that their five key tests justify taking this step.**

Which children can attend from 1 June?

As you may be aware, we have remained open for the children of critical workers and vulnerable children since Monday 23rd March and have been operating with smaller group sizes and additional hygiene and infection control measures. We will remain open for them until wider opening is confirmed.

Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We have worked hard, following the latest government guidance, to fully risk assess, develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our school.

Some of the steps we are taking in readiness for reopening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the school.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the school.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly, or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the school.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- Asking children not to bring toys or other items from home.

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What can parents and carers do to help?

There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure and not bringing toys to school.

- If either your child, or someone in your household has coronavirus symptoms you must not come to school. You should contact NHS 111 for advice or see the following website: <https://www.nhs.uk/conditions/coronavirus-covid-19/> and inform us of your symptoms via pupiladmin@baston.lincs.sch.uk
- In the event that we identify a suspected coronavirus case you will need to immediately collect your child. Your child will be placed in appropriately supervised isolation until you arrive.
- Please do try your best to provide reassurance to your child/ren at this time. They will be facing changed routines and will experience a very different school to the one they left in March. We are all here to support him/her/them throughout this different time.

Testing

Once we open to more children, all children who are attending will have access to a test if they display symptoms of coronavirus. We would encourage all to get tested in this scenario. The aim is to enable children to get back to school, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in our school.

We will ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. We can help you to organise this test and further guidance is available about [getting tested here](#).

Details of your child's return

The table below outlines the drop off and pick up time for your child. If your child is in Reception, Year One or Year Six then he/she will be with their year group. The Key Worker group is only for children in Years 2, 3, 4 and 5.

Drop off and Pick Up Arrangements	Group	Key Workers	Year 6	Year 1	EYFS
	Arrive	8:30 - 8:40am	8:45 - 8:55am	9:00 - 9:10am	9:15 - 9:25am
	Depart	3:15pm	3:00 - 3:10pm	3:15pm	2:45 - 2:55pm
	Route (same in and out)	Right hand side close to wall on entry	Left hand side pavement on entry	Left hand side pavement on entry	Right hand side close to wall on entry
	Place	Green Playground Gate	Y56 Fire Door (Front left of school building)	Main Entrance	Y34 Fire Door (Front right of school building)
Wear PE kit		Tuesday and Wednesday	Wednesday and Friday	Monday	Thursday

Please adhere to the following when dropping off and collecting your child/ren:

- **NO CARS WILL BE ALLOWED ON SITE DURING THESE TIMES.** THERE WILL BE NO EXCEPTIONS MADE.
- If your child is in Year 6, please allow him/her to walk to and from the school on the left hand pavement alone - not with you and not with friends.
- Only ONE parent may drop off and collect children in all year groups. We WILL NOT allow childminders to collect children at this time.
- Hand sanitiser stations are at the top of each entry point. Please remind your child to sanitise his/her hands on coming in to school.
- Please wait on one of the social-distancing markers when waiting to collect your child if the children are not already there, otherwise please socially distance with other parents picking up and dropping off.
- If you have any messages for staff please send them via Pupiladmin@baston.lincs.sch.uk. Unfortunately we will not be able to stop and chat with you during these times in the way that we would usually love to.
- Your child will be waiting for you (supervised) in a marked space at collection time. Please do not call him/her to you. Staff will direct him/her to you when we know it is safe to do so.
- It is very important that you are on time to drop off and collect your child/ren. Please make arrivals and departures as quick as possible.

Please make sure that each day your child:

- Is dressed in school uniform. We understand some items may need to be substituted as the children have all likely grown over the past few weeks, but we ask uniform requirements are followed as far as is possible.
- Is dressed in PE kit on their PE day (see table above). No other uniform required on these days.
- A packed lunch in FULLY DISPOSABLE packaging. No lunchboxes or water bottles please. We will be providing the children with their own drinking cup which will stay with them in school. We will be providing children in Reception, Year One and Year Two with a free packed lunch. We will also be providing a packed lunch to those entitled to free school meals.
- A coat.
- Sun-cream - if desired - named in a sealed container.
- Tissues - if possible - named.

Class arrangements

- Your child will be taught by his/her own teacher as far as is possible.
- Staffing will be consistent as far as is possible.
- We have followed DfE guidance regarding the number of pupils in a group. Once a group exceeds 15 pupils it must be split into further smaller groups.
- The number of pupils in any room will be governed by the size of the room in being able to withstand social distancing.
- When necessary we will split groups alphabetically by surname as the fairest system.
- Collective Worship will happen in groups and there will be no mass gatherings in the hall.
- Groups will not come into contact without social distancing being in place.

Office arrangements

- The school office will remain closed.
- Phone lines will be open and calls will be answered if a member of staff is in the office.
- Messages can be left on the answer phone.
- Pupiladmin@baston.lincs.sch.uk remains the best mode of contact for all enquiries.
- We will not be able to take 'forgotten items' from you at the door throughout the day as we usually would.

- We politely ask you to understand that we cannot let you into the building for any reason - including the use of toilet facilities.

Medication

- We are NOT able to administer medication.
- If your child is unwell we ask that you keep him/her at home.
- Any medication must be administered at home and not be sent into school.
- If you feel extenuating circumstances mean medication cannot be administered at home, please contact me via pupiladmin@baston.lincs.sch.uk as soon as possible.

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to us from 1st June. While we have followed all government guidance, written a robust risk assessment and believe that our school will be able to open safely on this date, if you do not feel the same confidence, then please do not send your child into school. Your child's attendance data will not be affected and you will not receive a fine of any kind.

I feel it important to say that in such unprecedented circumstances, risk can only ever be mitigated and not obliterated. **If you are in any doubt at all, then please do not send your child into school.** Home learning will continue in the same way it always has and the children in attendance will not be receiving any different materials.

This said, we are very much looking forward to welcoming the children back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our school. If you have any questions or suggestions, please let me know.

Kind regards

R Mills

Mrs Rebecca Mills
Headteacher