



LEVENS CE SCHOOL
Loving to Learn, Growing Together, Caring for All

Headteacher: Mrs Jane Farraday

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Routines and Preparation for Return to Levens CE School from Tuesday 2nd June.
Friday 30th May 2020

Dear Parents and Carers,

Firstly, I hope that you and your loved ones are all safe and well.

I am pleased to inform you that our risk assessments have now been checked by the Health and Safety team at Cumbria CC and we are getting closer to ensuring everything is in place to re-open for the children of key workers on Tuesday 2nd June.

In this letter, I aim to provide some more information for all parents about the arrangements for you and your children; including some detail about arriving and leaving school; what children need to wear; and what a day in school might look like. I have also started to create some short videos to upload to the website so that children and parents can see school and understand some of the systems that have been put into place for all our safety. We have also updated our Home-School Agreement which indicates how school, children and parents need to work together and be clear of our roles to ensure everyone remains safe and well; and all potential and identified risks are managed and reduced as much as possible.

Before you come to school:

- please register any changes to days required every Thursday by midday so that we are able to update our registers. (key worker group only)
- please ensure you are wearing a completely clean set of school uniform each day and your school shoes. Named sun hats and sun lotion may be brought on the first day but must remain in school.
- bring a snack for breaktime and a named water bottle to be stored and refilled in school each day;
- please remind your child/children that items allowed into school cannot be shared with others;
- please do not bring in your own soap, hand sanitiser or tissues;
- if you are not having a school lunch; remember to bring your packed lunch in a named box or bag;
- please do not bring any toys, teddies, games, books, pencil cases etc to school;
- bring a pair of trainers or pumps to be stored in school for outdoor play/PE;
- only come to school if you are 100% fit and well;
- ◆ only come to school if your child has socially mixed in accordance with the latest government guidelines only;
- please let us know if your child is unable to attend and the reason using the usual procedures and by 9am.

Coming to School:

- please make sure you arrive at school between **8.30-8.45am (Key worker group only)**. You must not enter the grounds before or after this time; so please be prompt;
- please leave gates open for others to access our site safely; these will be closed once our registration session is complete;



- only one parent with each child/children. If you need to bring siblings, please ensure they are holding your hand and/or staying close to you. Please do not send older siblings to drop off or collect your child and all children must be accompanied on and off our school site by an adult regardless of age. Parents will not be permitted to bring or collect other parents' children;
- please walk to school or come in your own car, do not come on your bike or scooter;
- as we have a one-way system in operation, please ensure you only use the 'main entrance' on Church Rd to enter the school site;
- please ensure you maintain social distancing;
- say goodbye in the playground and move out of the playground promptly;
- please do not linger or arrive early in the playground to chat to other parents/families;
- please leave our school site using our one-way system via the playing fields gate;
- children of key workers will enter through our main entrance;

Leaving School:

- please enter and leave our school site to collect your child using the same one-way system used each morning;
- please collect your child from the playground promptly between **3pm and 3.15pm (key worker group only)**. Please ensure you are on time;
- ensure you continue to follow all the guidance in our playground - explained above - when collecting your child;
- your child will leave the school building through our main entrance (key worker group only).

We have no more than 8 children (Reception-Year 5) attending our 'Key Worker Unit' each of the four days offered next week. It is our intention to be able to offer five days the following week.

Tuesday 2nd June - 'Key worker Unit' example timetable:

Time:	Activities:
8.30-8.45am	Arrive at school, wash hands, registration, order lunch if required. Class talk/reminders on expectations, systems and time for questions.
8.45am-10am	Quiet activities in classroom, inc. opportunity to access home-learning tasks*.
10am	Wash hands and snacks
10.20-11am	Outdoor play for everyone.
11am	Wash hands and return to classroom. Quiet activities in the classroom, inc. opportunity to access homelearning tasks*.
11.45am	Wash hands and move to dining hall to eat lunch. Outdoor play for everyone.
12.45pm	Wash hands and return to classroom for indoor based activities. Screen time option for younger children e.g. Cbeebies/ipad activities. Home learning opportunities for children*.
2pm-2.30pm	Outdoor play for everyone.
2.30pm	Wash hands and story/poem time.
3-3.15pm	Hometime.

**children who are pupils in Skiddaw and Scafell will be able to have access to computers and complete homelearning tasks during these sessions if they wish. However, staff will not be able to support homelearning tasks directly due to restrictions on social distancing and due to the wide age range within this group. Homelearning tasks completed in school will be stored safely in school and handed in to the classtacher. Children will not be able to bring to school their homelearning tasks/books, but we will be able to provide paper and print off worksheets if required.*

Further information for everyone:

- each day your child/children will follow very similar routines;
- they will be in groups no larger than 15; in the same room with the same adult each day that they attend. However, the number of key worker children attending each day will vary;
- timetables for other year groups will follow similar patterns; but will have playtime, lunchtime, outdoor sessions, arrival and departure times allocated differently;
- there will be no assemblies in our school hall;
- all outdoor sessions will take place in our school playground which is partitioned into two areas for different groups. Each group has their own outdoor play box for their own use and the fixed climbing trimtrail will be out of use until further notice. We will not be able to access the Levens playing fields for outdoor activities;
- our key worker unit will eat their lunch in our dining room or outside in the shade. Other groups may eat their lunch in classrooms, outside or in our dining hall, but at different times and after cleaning if previously used by another group.
- We will inform you via text only if your child has required first aid.

Please ensure you have read and understood all the guidance very carefully and are prepared to adhere to these procedures with the utmost care and attention. It is critical that you keep to your allocated slot for arrival and departure. Please also ensure you have spent time with your child/children reading and discussing our revised Home-School Agreement published on the homepage of our website. We would request that all children bring a signed copy of the agreement into school on their first day back. These should be placed in our class boxes. Look out for the short films due to be published on our website also.

The staff are very much looking forward to welcoming some of you back on the 2nd June; and look forward to being able to open our doors to more children in the very near future.

With my very best wishes



Jane Farraday