



# Swallowfield Lower School

Weathercock Close, Woburn Sands, Milton Keynes, MK17 8SR, Tel: 01908 582101

3<sup>rd</sup> September 2020

Dear Parent/Carers,

I hope that this finds all our families safe and well. First of all, I would like to say a big thank you for all that you have done over the last few months in supporting the school, community and children. We are really looking forward to welcoming all the children back to school on Monday 7<sup>th</sup> September. It has been a strange time for schools but we are confident that we are ready to receive the children and have prepared both the school site and the curriculum to ensure that we can remain safe and that the children are exposed to the relevant teaching. I know, as a parent myself, that some children will be nervous and anxious about coming back to school and others just want to get back to see their friends and carry on with their learning. All children are different and that is what makes them unique and a pleasure to work with. Please do not worry, we will spend our first sessions going through the changes we have had to make and discussing how they feel and how we will work together, as well as exploring all the new things they have done and what they have enjoyed about this time.

I hope you are aware that we will still need to follow guidance set out by the Government and this can be amended or changed quickly. This letter explains the changes for September that will remain in place until we are permitted to operate as normal (or we are advised to make changes by the relevant authority).

Please read the following points as a reminder of the procedures and practices for the next few weeks:

## 1. Class allocation

You should all now know your child's new teacher. The children will be in year group 'bubbles' and will only mix with the other class in their year group. Children will remain in their allocated classroom for the majority of the day, with the exception of break and lunch times and toilet visits.

## 2. Morning procedure for dropping off your child/children

To avoid a spike in road traffic and congestion we would encourage you to walk, scoot or cycle to and from school if possible. If your child is in Foundation, Year 1 or Year 2, then you will enter the main car park gate at your allocated time. If your child is in Year 4 then they will enter through the gate by the pond and Year 3 children will enter the gate by Busy Bees. Members of staff will be waiting at the gate at the allocated time to greet you and then the children can then walk through to their classrooms where their teacher will be waiting.



Head Teacher: Mrs K Brewer NPQH  
Email: [office1@swallowfieldlowschool.co.uk](mailto:office1@swallowfieldlowschool.co.uk)  
[www.swallowfieldlowschool.co.uk](http://www.swallowfieldlowschool.co.uk)



Year Group	Start/Finish Times	Drop off and collection Points
Busy Bees	9.00-3.15	Busy Bees Gate
Foundation	9:05-3:15	Car Park Gate
Year 1	8:55-3:30	Car Park Gate
Year 2	8:45-3:20	Car Park Gate
Year 3	8:45-3:30	Busy Bees Gate
Year 4	8:45-3:30	Pond Gate by Reception

Please can we ask you to follow these timings carefully as we need to minimise the number of parents on site and around the school. If you arrive late, please make your way to the school office. Children should not be left unattended at the school gates. Members of staff will be outside to assist and ensure everybody is keeping a safe distance away from each other. If they do ask you to move away from someone, then please remember we are just following Government guidelines and our school procedures. If you need to speak to a member of staff, then please remember to stand a suitable distance away. We would encourage all our parents to wear face coverings whilst on site to help protect any vulnerable individuals.

### 3. End of day and picking up your child/children

Please use the same gates as you did in the morning. This is so we can release the children safely and not too many parents are on site at any one time. Pick up times are staggered. Children will exit school as year groups without siblings. Once you collect your child, please leave the school site as quickly as possible. If you need to wait for a child in another class, please can you stand away from the flow of traffic. Due to the times of children coming out, some of you may need to collect your child and then you will have to go to another exit to collect the other child. We will not release a child until you are there so please do not worry. Please try to be on time to pick your child up. If for any reason you are late, your child will be kept by their class teacher. If the gate is shut, please come to the office and we will collect your child for you.

### 4. School uniform

Children will be in normal school uniform in September. On their PE days, they will come to school in their PE kit including suitable footwear. This can be trainers. Please ensure your child comes to school on their allocated day for PE suitably dressed as we will not be offering spare kits.

Year group PE days:

Foundation	Monday
Year 1	Tuesday
Year 2	Wednesday
Year 3	Thursday
Year 4	Friday

### 5. Break times

All children must wash their hands/sanitise before eating snacks and going outside. Each bubble has been allocated a specific area for break times which is on a rota basis and dependent on the weather. Toilets will be split for each Key Stage and hand hygiene will be monitored.

### 6. Lunch times

Lunch times will be staggered to make sure all children can eat safely. The children will need to stay in their bubble and cannot mix with other children. They will again, be allocated

specific areas for lunch break. Hot lunches will be provided for all year groups and will be eaten in the school hall. All the children that are having a packed lunch may bring this in their normal lunch box which need to be thoroughly cleaned each day. Children who are having a packed lunch will eat in their classroom and then will go out for playtime. All children must wash their hands before eating lunch.

## **7. Classroom layout**

As you have seen from the Transition Booklets before the holidays, all classrooms have their desks in rows. This follows the government guidance so that the children are not facing each other. Children will have all their books and equipment they need for the day in their tray. However, they can keep their water bottle on their desk. Children will be encouraged to go to the toilet at break times so not to leave the room during teaching unless it is necessary. Windows will be opened to help with ventilation in classrooms and other areas so please can the children have a jumper in school at all times.

## **8. Teaching**

The curriculum is focussed on a recovery plan and will not follow a 'catch-up' format. We are very mindful that each child's experiences during lockdown will be very different and we will spend time on focussing on individual's well-being as well as ensuring that the appropriate curriculum is delivered. Supporting the children's mental health and ensuring they are happy and ready to learn are vitally important at this time.

Teachers will try to stay in front of the class and will limit the amount of walking around the room. If the child needs help or has a question, this will be done at a safe distance where they can be supported appropriately. Teachers will mark and review the work that is being carried out in books by either using gloves or washing hands at the end of the lesson or the day. Teachers are encouraged to have minimal contact with books. All children will be provided by the school a small a5 wallet to contain all their stationery needs. This can stay in their tray in the classroom. We would ask that children bring in a reading book for ERIC time which again can stay in their tray and can be taken home when it is finished. All the books used for guided reading will be wiped down after each use.

Whilst we are disappointed that swimming will not continue for the Autumn Term we are hoping to be able to use the pool for swimming sessions after Easter in the Summer Term.

On the news it is being reported that schools will be the last place to close in the event of a future lockdown. However, we are mindful that if this does happen or that if a year group bubble does need to 'burst' we will take into account online learning via a learning platform that teachers can use to continue to teach and support the pupils. Also, in case a family needs to self-isolate then work will be set and communicated to the children and family.

We will be setting homework and spellings weekly as of the 14th September, but this will be through School Ping and the school website. We would ask that any homework be submitted online via email to the school office or the class teacher, clearly marked with your child's name.

## **9. Equipment**

We need to minimise the equipment and items brought into school from home. The children will therefore need a water bottle, reading book and morning fruit snack if not provided by the school. Please ensure any bag that is required is as small as possible. They will be able to place their coat in the cloak room and their lunch box just outside the classroom in a large box. The collection of lunch boxes and coats will be supervised by teachers in order to minimise contact with each other and other class bubbles. All writing equipment will be

provided by the school and this will be kept on your child's desk and tray so only they will touch this.

During the first week of this term we are inviting the children to bring into school their Home Learning Books to share and celebrate their successes whilst not at school. This will stay at school all week and will be only accessed by the child to share their work if they would like to.

#### **10. Sun cream and hats**

The weather may still be warm in September so any hats need to be clearly labelled for safety. Please apply long lasting sun cream before your child comes to school.

#### **11. Assemblies**

As we will be in year group bubbles, assemblies can take place between each year group. However, as you can appreciate, we will not be inviting parents to school for celebration assemblies at this time. No whole school assemblies will occur in the hall until it is safe to do so.

#### **12. Handwashing**

All children and staff will be expected to wash/sanitise their hands on entering school in the morning, before they go out to break, before lunch and then coming in from lunch. All areas around the school have hand sanitiser for the children and adults to use. Handwashing is extremely important so please make sure your child knows how to wash their hands properly. We will continue to demonstrate this also.

#### **13. Cleaning**

Rest assured we are putting in additional cleaning practices throughout the school day. Our cleaners are at school every night and will give all areas a thorough clean. During the day, staff will be cleaning relevant areas and equipment after each use. All equipment will be cleaned once a class has used it before being put away. This includes PE equipment, Kindles and iPads. Each classroom has been provided with hand sanitiser, tissues and antibacterial wipes for hard surfaces. Additional cleaning will take place each day for high touch area such as door handles, toilets and taps. Excess furniture in classrooms and shared areas has been removed to ensure cleaning can take place effectively.

#### **14. Illness**

If pupils develop symptoms of coronavirus during the school day, parents will be contacted immediately and asked to collect them. They will be isolated in the medical room and the staff caring for them will wear PPE. We would expect the family to follow the guidance which states that they should self-isolate for ten days and should arrange to have a test. Other members of the household should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any pupils who have been in close contact with a pupil or staff member exhibiting symptoms do not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic individual subsequently tests positive or they have been requested to do so by NHS Track and Trace.

If an individual tests positive they should follow the guidance for households and must continue to self-isolate for at least ten days from the onset of their symptoms and then return to school only if they do not have symptoms. The local health protection team will contact school if they become aware that someone who has tested positive attended the school as identified by NHS Track and Trace.

The DFE guidance states all statutory aged children should be at school from Monday 7<sup>th</sup> September and the office should be notified of any illness or absence and reasons as soon as possible.

### **15. First Aid**

Normal first aid e.g. trips, falls, bumps and grazes will be dealt with as normal - outside wherever possible or in the medical room if necessary. Designated first aiders are on duty for each playtime and will wear personal protection equipment (PPE) if required to administer first aid.

### **16. Visitors**

Unfortunately, we will not be welcoming any visitors onto the school site at this time. If you need to speak to a member of staff, please email or phone the school office to arrange a mutually convenient time. Please return to emailing [Office1@swallowfieldlowschool.co.uk](mailto:Office1@swallowfieldlowschool.co.uk) for correspondence and queries.

We are however, happy to say that our 'Friday Morning Mile' using the running track can continue and will start on Friday 11<sup>th</sup> September. This will be on a rota system for Early Years (Busy Bees and Foundation), KS1 (Year 1 and Year 2) and KS2 (Year 3 and Year 4) and will be on a three-week rotation. This will start at 8:30am on a Friday morning where we invite families to run-a-mile with the staff and children to gain house points. Families that have children in different Key Stages can choose which week they run to allow families to run together. More details on this to follow.

We hope that these points have covered any questions you may have. Each year group will be sending out a letter specific to their year group to clarify points further next week. If you still have a question after receiving that information, please make contact with the class teacher via email or phone call. Parent Information Meetings for each year group will be recorded by the teaching staff next week and uploaded to our You Tube page on Friday 11<sup>th</sup> September. We will also be conducting consultations this term online via 'Google Meet' and further details will be sent out closer to the time. However, the date for the parent-teacher consultations will take place on w/b Monday 2<sup>nd</sup> November. The academic Calendar has been updated for the Autumn Term with key dates for parents and carers and will be sent out next week via Ping.

Our community prides itself on our values and ethos, as well as the care we offer all children and this will remain our guiding principle during this time. Many thanks for your continued support and I look forward to working with you throughout the year.

Best wishes,

*Kim Brewer*

Mrs Kim Brewer  
Headteacher