



Shinfield Infant and Nursery School

School Green, Shinfield, Reading, RG2 9EH

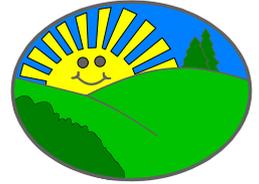
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Headteacher: Mrs Amanda Turner BA PGCE NPQH

'Everyone shining in their own field'



Thursday 27th August 2020

Return to School in September 2020

Dear Parents and Carers,

I hope that this letter finds you well and that you and your family have had an enjoyable summer.

This is a very detailed letter containing important information for the start of term. A lot of questions that we may be asked will hopefully be answered here!

We will open again on Wednesday 2nd September 2020, starting with Year 1 and Year 2 children, and Stay and Play sessions as planned for new Nursery and F2 children. COVID-19 is still very much around us; however, circumstances have changed and returning to school and Nursery is vital for our children's education and wellbeing. Now, more than ever, we must all continue to be vigilant and follow all safety procedures rigorously to ensure that our children's safety is a priority and education (albeit different) can be resumed in a manner which delivers the lowest practical risk of cross contamination between children, staff and Shinfield families.

We have gone to great lengths to ensure that our risk assessment provides the highest levels of reassurance to children, parents and staff – all of our new measures and processes are compliant with the latest guidance from the Government, Public Health England, teaching unions and professional associations.

Over the summer, all areas of the school have undergone a full deep clean. Any additional resources and unsuitable items (soft furnishings, difficult to clean items, etc.) have been removed to safe storage.

Below is a summary of the measures that will be in place from the start of term. New F2 parents will receive an additional letter to clarify the special arrangements for their children starting with us for the first time.

Section 1: Prevention

Symptoms:

- If a child shows any symptoms of the coronavirus at home, we would ask that you keep the child off school and request a test. The flowchart at the end of this letter may help you with this. Please notify the school immediately if your child has symptoms. We will follow Public Health England advice regarding who at school will need to self-isolate. If an adult shows symptoms, the same procedures apply. We would ask all members of the school community to engage with these processes. Further guidance regarding NHS Track & Trace is available here: [Click here to access NHS Track and Trace: how it works](#)
- We will be checking each child's temperature daily in school. If anyone at school becomes ill with a continuous cough, high temperature or a loss in taste or smell they will be sent home and advised to follow 'stay at home' guidance which sets out that they must arrange to have a test and self-isolate. If positive, other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. [Click here to access.](#)

Response to Infection

- The school will promote and engage with the Track and Trace system with staff and promote this process to parents and carers too. [Click here to access further information](#)
- Parents and staff are asked to inform schools immediately of the results of a test:



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- If someone tests negative but has symptoms of another virus, the child should stay at home
- If someone tests positive, they should follow the 'stay at home' guidance. [Click here to access.](#)

Managing confirmed cases

- The school will take immediate action and follow all processes and procedures given by Public Health England.
- In the event of a confirmed case, a letter will be sent home to all parents/carers as appropriate.

Clean hands thoroughly:

- Regular and thorough hand cleaning will happen throughout the school day

Good Respiratory Hygiene:

- Catch it, Kill it, Bin it approach will be promoted in all classes
- Posters promoting this message can be found in class and around the school
- To improve ventilation, classroom windows and doors will remain open so it may be wise for your child to wear a jumper or cardigan to school

Enhanced Cleaning:

- A robust cleaning schedule will remain in place and additional cleaning of frequently touched surfaces will continue
- All internal and external doors (except toilets) will be kept open to limit the touching of handles
- Toilets will be cleaned regularly

Personal Protective Equipment

Guidelines for primary schools currently indicates that PPE is not required for children or staff (unless staff members are assisting an individual showing Covid-19 symptoms); however, we will support any pupil or member of staff who wants to wear their own PPE whilst on the school site.

Contact

- The overarching principle is to reduce the number of contacts between children and staff through keeping bubbles separate and maintaining distance between individuals
- Children will be kept in class and year group bubbles and will not mix with other year group bubbles
- Some staff will operate across bubbles; however, risk will be minimised by adhering to all government guidance, including social distancing expectations
- Children will be seated side by side facing forwards as much as possible, and will remain seated at the same tables in class
- No large gatherings such as assemblies or collective worship will take place apart from year group bubbles in lines of classes 2m apart in the Hall
- Movement around the school will be kept to a minimum with children entering/exiting the class through external class doors. Cherry Class will use the Garden Walk and Willow Class will use the Pink Link entrance. Elm Class will exit via the side of the Hall. Please see attached map for reference
- The route in and out of school is a one way system of orange arrows – please follow this at all times. See attached map as above for reference. Staff will be on hand to help and guide you.
- Toilet blocks zoned and allocated to year groups and adult toilets allocated to staff year group teams
- Staggered break times and lunch times will continue
- We will only allow one adult to bring and collect their child or children
- Please be prompt, keep your child with you and keep your distance as far as possible
- Staggered entry for all year groups:
 - 8.40am – Year 2
 - 8.45am – Nursery (once initial staggered start is over)
 - 8:50am – Year 1
 - 9:00 am – F2 (once initial staggered start is over)

Siblings may enter their classes at the same time as the child who is starting earlier. If you have a Junior aged child that needs to enter their school at the same time please work out the best arrangement for your family and liaise with your child's class teacher on this. If you need to get a message to your child's teacher the best way to do this is to email the school office or leave a message for the attention of the teacher.

- Staggered exit for all year groups – please keep your distance as far as possible
 - 3.00pm – Year 2
 - 3.10pm – Year 1
 - 3.15pm - Nursery
 - 3.20pm – F2

Siblings may be collected from their classes at the same time as the child who is finishing earlier. As above, please liaise with your child's class teacher if you have a Junior aged child who needs to exit their school at the same time. We are unable to send children to different classes to be picked up there.

- Breakfast and After School Club children will be taken to and collected from their class doors at the allotted times for their year groups.
- We would like to encourage the Year 2 children to be more independent so after the first day it would be great if you could say goodbye at the gate and let them walk around to their classroom in the mornings. At the end of the day we cannot let Year 2 children go out without seeing their parent so please come to the class door to collect your child.
- Children should only bring essential equipment into school each day. This includes:
 - A water bottle
 - Appropriate clothing for colder weather
 - Reading books in book bag
 - Packed lunch

Section 2: School Operations

Parking

The Byway in front of the school will be temporarily closed by Wokingham Borough Council for the foreseeable future to make it safer for parents and children to socially distance at school opening and closing times.

Additionally, there are building works at the Parish Rooms with entry only for access by the builders, local residents, school staff and essential services, so parking is very restricted around the school. Please try and encourage your child to walk cycle or scoot to school. If you have to drive, please park considerately some way from the school and walk in. The Baptist Church in Hollow Lane offers additional parking space.

Uniform and Equipment

From the beginning of term, full school uniform should be worn by all children. The only exception to this is that children will be able to wear the appropriate sports kit on their days for PE. This may include coming to school in outdoor PE kit when the weather turns cold. PE days will be confirmed by the teacher and a timetable will be put in the weekly newsletter once we are all back in school. PE kit must not be left in school.

Mental Health and Wellbeing

We recognise that COVID-19 will have affected the mental health and wellbeing of many children and families so alongside our balanced curriculum and core subjects, we have planned a recovery curriculum which focuses on wellbeing and mental health. We want our children to thrive and are here to support so if you feel that either you or your child need additional support, please contact the school to discuss further.

Curriculum

Every effort has been made to maintain the full breadth and depth of the curriculum experience from Nursery to Year 2. The nature of some subjects does require specific measures to reduce the risk of transmission, notably in practical subjects such as PE, Music and DT; therefore amendments will be made to these subject areas. Staff will make adjustments as needed to the school curriculum over the coming weeks to ensure priority is given to core skills to meet the needs of the children and will identify and plan how best to support the education of high needs groups, including disadvantaged pupils, SEND and vulnerable pupils.

Please do not worry if you have not managed to do a lot of work at home with your child – you will be surprised how much they will have learned in other ways whilst at home with you the last few months. We will work with each child to assess where they are and teach them from those starting points.

Home Learning

We have developed contingency plans for a range of scenarios to ensure high quality educational provision via our school website and online learning in the event of local or national lockdowns. We will be sending a questionnaire home to parents from last year asking for more feedback on aspects of home learning provided by the school, in order to further develop our varied offer for the children.

Class and year group bubbles

- Class sizes will have a maximum of 30 in any room at any time with at least 2 members of staff.
- Where possible, the same members of staff will work with their allocated class and year group bubble. Where this is not possible, strict adherence to all health and safety guidance will be followed.
- Children will remain in their allocated classroom and zoned outside area.
- Children will use external classroom doors to enter/exit and not main school doors.
- Unnecessary items in classrooms will be removed and stored elsewhere in the school.
- Year group bubbles of children will not mix or come into contact throughout the school day, and class bubbles within a year group will remain at least 2m apart as much as possible.
- Where this is harder to enforce, staff will exercise judgement and adhere to control measures:
 - Clean hands more than usual.
 - Promote Catch it, bin it, kill it.
 - Clean frequently touched surfaces.

Hygiene

- Hand sanitiser in all classrooms will be provided.
- Hand hygiene will be promoted throughout the day.
- Posters will be on display reminding children of hygiene expectations.
- Staff will clean frequently touched surfaces throughout the day.
- Toys and equipment will not be used by other groups and will be cleaned before any handover.
- All soft furnishings, toys and soft toys that cannot easily be cleaned every day will be removed.
- Each Year 1 and 2 child will have their own named pot of pencils, crayons, ruler etc on their designated class table. F2 will share table equipment that is cleaned frequently.
- Shared areas and surfaces will be cleaned daily and disinfected frequently.
- Doors will be propped open, and rooms will be well ventilated with windows open.
- A one-way system will be introduced in parts of the school building to ensure people only walk on one side. This will be clearly marked with tape.
- Children can go to the toilet throughout the school day; however, this will be managed to limit overcrowding and toilets will be allocated to year groups
- Exercise and playtimes will be staggered, and groups will not mix

Attendance

From the start of term the Government expects every child to attend school every day, as would usually be the case. If there are problems relating to attendance then please liaise with the school office in the first instance. Should you anticipate significant problems with attendance then please contact your child's class teacher to discuss this with us as a priority. Please make appointments for your child out of school time as far as possible and avoid collecting him or her at different times during the school day unless absolutely necessary, as this will enable us to run as normal a day as possible.

Library

The library is currently not in use, however we hope that it will soon be open to class bubbles on a rota system and books will be returned and quarantined before being returned to shelves.

Extra-Curricular Clubs and Trips

We are keen for extra-curricular opportunities and day trips to take place once it is safe to do so and an update will be sent out in due course. Any clubs, events or trips would be subject to stringent COVID-19 risk assessments.

Playground equipment

Outdoor equipment/apparatus/play equipment/climbing frames must not be used by children before or after school, as is the norm. Please avoid using the playground seating.

School meals

- School meal provision will be a packed lunch only and must be ordered in advance. Please see the menu attached. Children will be able to choose their meals in the morning as normal, or you may provide a packed lunch for your child from home.
- Packed lunches will be eaten in class or outside on the playground in the zoned space for the class.
- We will review the menu towards the end of September to see if we can safely provide more hot meal options.

The processes and procedures will be under constant review and updated as appropriate based on future developments in school, locally and nationally. Should there be any changes in the future, we will ensure that you remain fully informed. If you would like to see a full copy of the school risk assessment on which these processes are based, this can be found on the COVID 19 page on our school website.

It is crucial that parents and carers are able to support us in ensuring that we can run the school as safely as possible, especially at this time. We aim to have a successful, healthy and happy return to school for all the children and staff, and I hope that all of our preparations over the summer have given you the reassurance that you need for a smooth return of your child to school. The Government has also produced some information that parents may find useful: the links are provided below.

With best wishes to you all, and we look forward to seeing you next week.



Amanda Turner
Headteacher

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Parents are encouraged to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance to help them plan for their children's return to school. This includes our latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#)

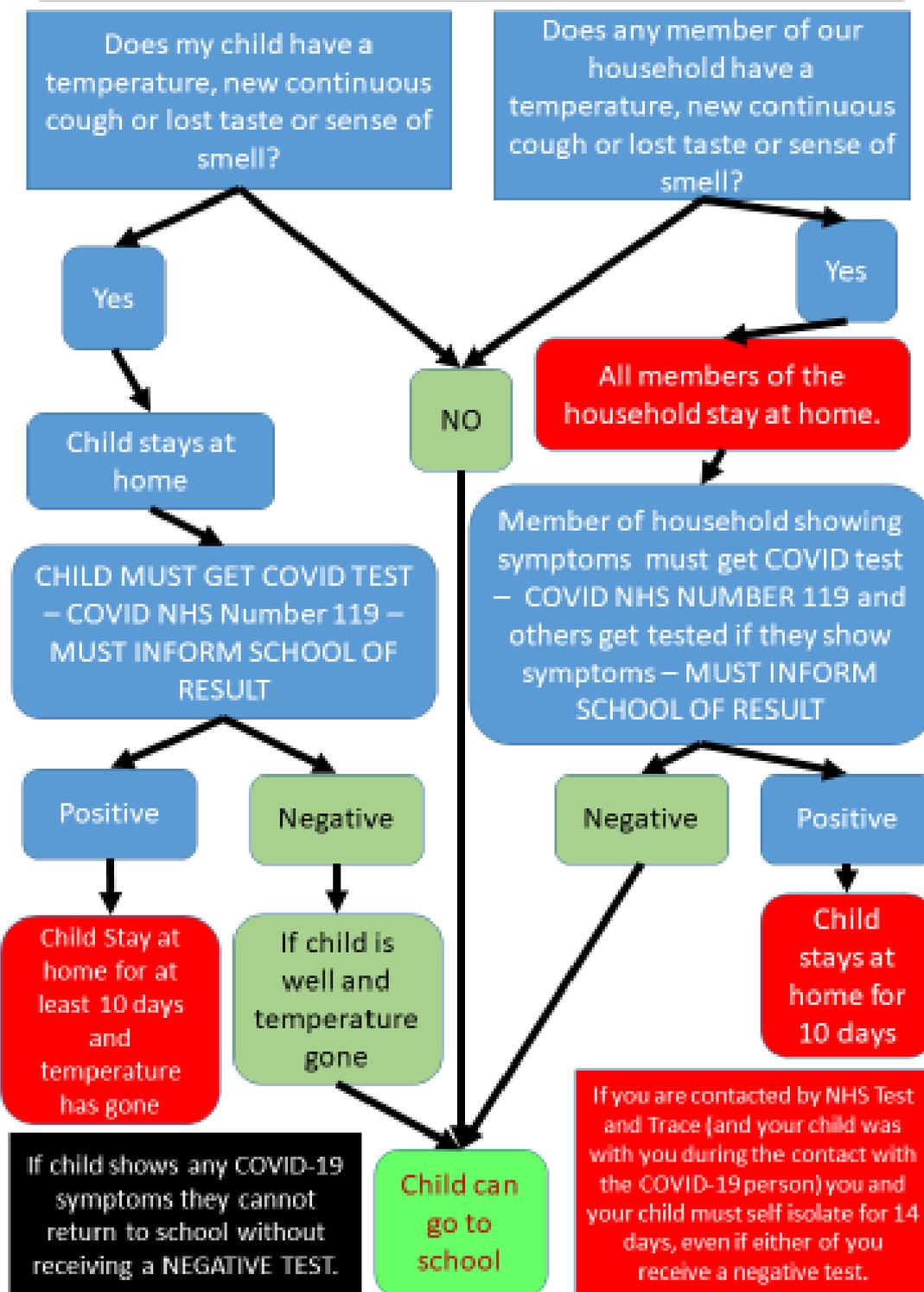
[Statement from the UK Chief Medical Officers on schools and childcare reopening](#)

Statement from the Chief Medical Officers and Deputy Chief Medical Officers of England, Scotland, Northern Ireland and Wales on the evidence of risks and benefits to health from schools and childcare settings reopening.

[Study finds very low numbers of COVID-19 outbreaks in schools](#)

Public Health England detected just 67 single cases and 30 outbreaks (defined as 2 or more linked cases) in schools across England in June.

COVID SYMPTOMS AT HOME FLOW CHART



Preparing Your Child For the First Day Back in School

As schools begin to open to more children, parents and children may well be feeling anxious. Here's some ideas of how best to prepare.

Be Calm.

Your child will take their lead from you and be reassured if you are steady and matter of fact.



Be Curious.

These are strange times and their imagination may run away with them. Listen, and try not to dismiss or minimise their fears but validate how they are feeling – “it’s completely fine to feel like that at the moment” or ‘I can really understand why you would feel like that”



Be Positive.

Remind them of all the ways they have learnt to keep themselves safe: washing their hands regularly, sneezing and coughing into their elbow, not hugging others and staying in their own space.



Be Thankful.

Help your child think of things they are looking forward to: being with their friends, seeing their teacher, favourite activities but be mindful some of these may not be available for them



Be Supportive

Younger children particularly may struggle with separation anxiety and may become tearful, clingy or act out. Reassure them that you will miss them too and think of them throughout the day. It might be helpful to draw a little heart on their wrist and one on yours too. You can call it the hug button and when they find they are missing you they can press the heart and know that you will be doing the same at home. Sometimes having a little object to remind them of you through the day helps but please check this out with your school first.



Be Prepared.

Support your child to be aware of changes that may have happened to their classroom environment since they were there last and rehearse any new routines that school may have shared. Rehearse and practice your ‘goodbye’ routine and create a ‘hello’ greeting for the end of the day for them to look forward to.

