

22nd May 2020

**CHANGES TO KEYWORKER PROVISION**

Dear Keyworker Parents and Carers,

We can now confirm that our keyworker provision will be at the Key Stage Two site from the 1st June. We have had to make several amendments as per the **new** government guidance in preparation for there being larger numbers of children in school over the coming weeks.

**Pick up and drop off:**

Children will need dropping off at the gate to the KS2 playground at 8:45am and picking up at 3:30 pm (no earlier as we will have staggered finishes if other year groups return, to reduce numbers in the playground). Can we ask that only one parent brings children please and that you are mindful of social distancing and follow signs and instructions from staff who will be present at the gate to welcome the children.

**‘Bubble classes’:**

The children in our keyworker provision will be organised into ‘bubbles’ as per the new recommendations of the government. These bubbles will have set adults to supervise them and will not meet other bubbles at any point. Our staff will be in the playground to collect the children once you have left them at the school gate. The children will be asked to line up with 2m spacing between them. We will inform the children of their bubble (named after a colour) when they arrive for their first time. Organising these bubbles has been very difficult as we have a number of children who will only potentially be attending this provision for a week or two if their year group returns to school, and also several siblings. We have organised them the best we can and politely ask that we do not get requests to swap children into different bubbles. The children will be completing their home learning whilst with us, alongside other fun activities that support social distancing wherever possible. Whilst we recognise that social distancing is not always possible with young children, we will try our best to promote this. The use of the bubble system alongside frequent hand washing, improved respiratory hygiene and frequent cleaning are all recommended by the government to ensure environments are safe. We are also going to give each child their own wallet with basic equipment in for them to use when they are in school with us.

***Please do not send anything into school with your child (including toys) other than a packed lunch if they are not having a school grab bag.***

**Communication:**

We ask that parents do not attempt to have face to face conversations with the staff to speed up getting the children inside and to further protect all adults. We do, however, want you to know that we value communication with our families and so if you do need to let us know something, please email the school office or ring and we will get back to you as soon as possible. Please note that the school office will not be able to be accessed by anyone other than staff.

*continued overleaf*

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### School Uniform:

The new government guidance states that uniform should be machine washed daily. We fully appreciate that you may not have enough uniform to allow for this and so we are relaxing our uniform policy so that you can use alternatives such as plain jogging bottoms, t-shirts and jumpers. We are also allowing trainers as we understand that children's feet may have grown and it will not have been possible to get them new school shoes.

### What will happen if your child or another child in the bubble displays symptoms:

If a child within a bubble should display symptoms, we will contact you to collect them and isolate them from the rest of the group until they can be collected. Please do not be alarmed if the member of staff is wearing PPE- the government new recommendations are that if we cannot maintain a safe 2m distance from the child, we should wear a facemask, gloves, and apron. They will then need to isolate at home for 7 days (and the rest of the household for 14 days) and they should be tested. If a child or adult in a bubble tests positive for Covid-19, we will inform all parents of the children in that bubble that their children need to remain at home for 14 days. The adults leading the group will also have to isolate for 14 days. This is in line with the guidance from the government.

### Supporting your child with the new procedures:

To support any child who will be attending school we have created the attached home-school agreement. The aim of this is to make clear to all stakeholders what their responsibilities are. We will be using the section for pupils as a daily reminder to the children when they are with us. Please could we ask that you discuss this with them before they start back at school.

### Booking Process:

Our usual process for booking a place in this provision will remain in place. Every Wednesday, we will post a link on Seesaw to an online booking form. Please can we ask that this is completed by the end of the following day (Thursday) so that we have enough time to ensure staffing ratios etc.

For the return on June 1<sup>st</sup> **we are sending out our booking form link now and would ask that it is completed by 12pm next Tuesday (26<sup>th</sup> May). If you do not intend on using this provision during the week commencing 1<sup>st</sup> of June but do intend on using it at a later date, please complete the booking form by simply answering the first three questions only.** This will help us with future planning. There are further instructions on the booking form to support with completing the booking process and there is an option to indicate that you have read the home-school agreement and will share it with your child.

### Booking form link:

<https://forms.gle/yvjDXyQRq1nTREC6>

Once again, I would like to thank you all for your ongoing support and for the vital work that you have all been doing during this time. We will do our very best to make your child's time in school enjoyable as we support them in getting used to this new norm.

Keep safe,

Mrs Crowther

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