



**The Laurels**  
PRIMARY SCHOOL

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**Headteacher: Charlotte Bull**

24<sup>th</sup> August 2020

Dear parents/carers,

### **Start to the new school year (confirmation of arrangements)**

Thank you for your continued support, it is very much appreciated as government guidance continues to change in response to Covid19. We are so looking forward to welcoming back all of our children in September and I am pleased to write with a further update on the full opening of the school.

As you will appreciate, the planning involved in reopening and reorganising the school is complex and there is much to consider. I want to continue to keep you fully informed but not overloaded so have included all the key information below. Our full opening risk assessment and action plan can be found [here](#). (Please note this document will be updated as and when necessary based on the most recent guidance and evaluation.)

### **Section 1: Welcoming our children back to school**

- Term will start for all children in Years 1 - 6 on **Friday 4th September 2020**. This will be an orientation day where children will return to their current classrooms, friends and staff to say their goodbyes.
- All children will need to be in **full school uniform** and adhere to personal presentation expectations from Friday 4<sup>th</sup> September. However, Key Stage 2 are not expected to wear their ties initially.
- Children will move up to their new classes on **Monday 7<sup>th</sup> September**.

### **Section 2: Keeping safe**

- **Symptoms:** Children with a new, continuous cough or a high temperature or a change of smell/taste should not be brought into school. Children who develop these symptoms in school will be sent home so they can self-isolate and arrange testing. The school and any visitors will take part in the NHS Test and Trace process.

- **Travelling to school:** Where possible, children should walk or cycle to school. For any children using public transport, additional precautions are required. Please read the government guidance [here](#).
- **Arrival to school site:** In order to minimise the risk of infection we continue to limit access to the school. This means we require **strict** adherence to the following arrival and collection timings. We have arranged arrival/collections by surname to save parents/carers from having to wait on site or do multiple drop-offs.

Surname	Start time	Finish time
A-F	8.30-8.35	2.40-2.45
G-M	8.40-8.45	2.50-2.55
N-Z	8.50-8.55	3.00-3.05

Children must not come onto the site/be dropped off before their stated arrival time slot. It is imperative that these timings are strictly adhered to, so we can ensure we are able to keep to social distancing on arrival and supervised handwashing.

Children should only come to school with one adult. Children in Years 5 and 6 should walk in independently once they reach the school gate.

- **Hygiene:** Staff will ensure children wash/sanitise their hands when they arrive on site. Children will also be expected to wash/sanitise their hands regularly through the school day including after break times, lunchtimes and when changing rooms. There will also be enhanced cleaning routines throughout the day and after school.
- **Class grouping when on site:** In line with government advice, children will work within 'bubbles' at all times. Our bubbles will be organised as follows:
  - Reception
  - Key Stage 1 (Years 1 and 2)
  - Lower Key Stage 2 (Years 3 and 4)
  - Upper Key Stage 2 (Years 5 and 6)
- **Personal equipment:** Each bubble will have their own designated cloakroom and toilet block. Children in Key Stage 2 will be allocated their own locker in their bubble's cloakroom to store their belongings. Children are now able to bring a bag to school but this should only contain their reading book, homework/reading diary, water bottle and lunchbox if they have one. It would be helpful if you could also provide your child with a small pack of tissues. Children should not bring toys or other personal belongings.
- **Social times:** Breaktimes and lunchtimes will be staggered and organised in bubbles.
- **School appointments:** Parents will only be allowed into the school building by prior appointment and will need to bring a face covering. You will be asked to use hand sanitiser, wear your face covering and remain ideally 2m (but at least 1m) apart from members of staff. This includes visitors to the school office area.

- **Breakfast club:** Breakfast club will operate in bubble groups in different sections of the hall. To facilitate this, breakfast club will need to be booked in advance using this form [here](#) and paid for using Parentmail instead of cash.
- **Catering:** Chartwells will continue to provide hot school meals. These are provided free of charge to Reception, Years 1 and Year 2 and to those in receipt of means tested Free School Meals. The office will continue to order these as before.

Please note if you are moving from Year 2 to Year 3, universal free school meals are not provided in Key Stage 2. Further information about paying for school meals can be found [here](#). You can register or login with Chartwells [here](#).

- **Fruit snack:** Fruit deliveries are recommencing and will be provided for Reception, Years 1 and 2. Key Stage 2 should bring their own fruit or vegetable snack in a named pot each day.
- **Milk:** Milk can be ordered for children aged 5 and over [here](#). Milk will be provided for those under 5 and delivery will commence 4<sup>th</sup> September.
- **Mobile phones:** Mobile phones are permitted for those walking home alone in Years 5/6. However, as per school expectations, these must not be used on site. Children cannot share the lockable safe and therefore our advice is to keep mobile phones secured in bags in lockers and switched off. The school takes no responsibility for the loss of any valuables when on site.

### **Section 3: Timetable and routines**

- **Timetabling:** The main changes will be the start and end times of the school day as detailed above.
- **Curriculum:** We always keep our children at the centre of our decision making and with that in mind, the children will be returning to a 'recovery curriculum' which will help them settle back into school life, feel safe and engage with learning again.
- **Changing for PE:** Classes who have timetabled PE will be required to wear PE kit to school instead of school uniform. Please note that any jumpers/hoodies/tracksuit bottoms that are worn, must meet the school uniform expectations. There will not be PE for the first week back as children will be reconnecting with friends through social games instead. We will confirm PE days in September.
- **After school clubs:** It is anticipated that after school clubs will not run for Autumn Term.
- **Attendance:** Attendance at school will be mandatory from September and therefore the attendance and lateness policy will be reinstated in full.

#### **Section 4: Preparing for return**

- **Preparing your child:** It would be really helpful if you could share this information with your child. The end of the [parent handbook](#) explains how you can help your child prepare to return to school, what will be the same and what will be different.
- **Meet the teachers:** Please share the video made by your child's new class teacher which can be found on our school website [here](#).
- **Questionnaire:** Please invite your child to answer the questions in our questionnaire so we can support them as they settle back into school life. The questionnaire can be accessed [here](#).

I appreciate there is a significant amount of information within this letter and thank you for time and care in reading it. Additional government guidance for parents and carers can be read [here](#). Most importantly of all are the continued observance of hygiene arrangements, regular hand washing and everyone sticking to the stated year group/bubble arrival and departure times for the first 6 weeks of term (see section 3). This is key for everyone's safety and wellbeing.

I am looking forward to an excellent year ahead and celebrating your child's successes.

Kind regards,



Charlotte Bull  
**Headteacher**