

Mrs L Keogh
Headteacher
Ellingham Road
Chessington
Surrey
KT9 2JA
Telephone: 0208 397 3864
office@elp.rbksch.org
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Dear Parents and Carers,

I hope you had an enjoyable summer and were able to take advantage of the loosening of lockdown restrictions. We are all so excited to welcome your children to 'big school' for the first time. Some of your children came along for a visit in the summer term but we realise that for many it will be the first time coming into our school environment. Our teaching staff are all ready to reassure and make your child's time here positive from the very beginning.

During this unusual time, we have been busy finalising the adaptations required to safely open the school next week to start greeting our Reception children in groups of 10 from Wednesday 9th September and we have taken every measure possible within the context of our school and in line with guidance from the Department for Education. I want to share some of these measures before you bring your children into school but please rest assured that we will continually review how everything is working and make immediate changes if things are not going to plan.

Logistics for the start and end of the day

To maintain social distancing, timings for drop off and pick up have been staggered and gates have been allocated across year groups: Harrow Close gate for Nursery, Reception, Year 1 and Year 2 and the Ellingham Road gate for Year 3, 4, 5 and 6. Please walk to school wherever possible to arrive at the designated time. The waiting area is marked in 2 metre slots however we recommend that you wear a mask in the event of social distancing being breached.

A waiting area outside of Harrow Close will be signposted for Reception parents. Class teachers and senior leaders will be on duty so that you can hand over your child at the gate as parents and carers will not be permitted on site. Please leave as promptly as possible when your child has been handed over. We know some of your children will be anxious and we will manage this sensitively but we are also conscious of the need to prevent crowding outside of the gate. We are mindful that in the event of crowding, we may need to change some of our procedures but you will always be notified.

Each class will have an allocated area for lining up on the school premises and if you are dropping off more than one child before their specified time they will be able to enter school and line up.

Year group	Gate	Drop off	Collection
Nursery	Harrow Close	8.30	11.30
Reception	Harrow Close	8.45	3.05
Year 1	Harrow Close	8.40	3.05
Year 2	Harrow Close	8.35	3.00
Year 3	Ellingham Road	8.35	3.05
Year 4	Ellingham Road	8.40	3.10
Year 5	Ellingham Road	8.45	3.15
Year 6	Ellingham Road	8.50	3.20

It is possible that there may be some level of crowding at pick-up time if more than one child is being collected and we are organising areas for parents to wait if this is the case. Explorers' morning and after school club will be operating its usual hours, from 7.30am and until 4.30pm and 6.00pm for its afternoon sessions. Children can use either gate to enter and Explorers staff will meet you at the main door. Please ensure that you are in school by 8.15am latest to avoid clashing with Nursery parents entering school from 8.25am.

What to bring to school

Children should bring in the following to limit potential spread of the virus:

- Labelled water bottles (containing only water please)
- Book bags (we will give this to your child if you have purchased this through Parentpay, information and login details to follow)
- Lunch boxes (a carton of fruit juice is allowed in lunchboxes)
- Snack – fruit or vegetable
- Coat (clearly named)
- Wellington boots (named to remain in school)
- One spare set of clothes (pants, socks, track suit bottoms) in a carrier bag in case of accidents
- Box of tissues

If your child has medical needs, could you please ensure that they bring in their medicine with a completed form on the first day. Click here for [form](#).

Measures during the school day

All of the children in Reception will be treated as one group as it is difficult to split their learning environment, particularly outside, which makes up a significant part of the day.

The children will enter the school with their teacher, taking a **direct route to Reception** through the school to avoid crossing paths. **Hand hygiene** is important and children will sanitise their hands on entry and wash their hands on before and after every break and lunch time and after any visit to the toilet. There are sinks in the classrooms and in the toilets.

Children will have access to their locker for **coats** and **bags**. **Lunch boxes** will be stored in the classroom.

PE Kit

While we want our Reception children to learn to be independent with getting dressed and undressed, we would like to start the term by asking parents and carers to send their children wearing their PE kit when it is their day for PE. This is to limit the amount of time staff spend in close proximity with children and avoiding excessive skin-to-skin contact. We will notify you of the day planned for PE in each classroom.

Well-being

We will be making adjustments to ensure that the children's well-being is prioritised; for many of them, this lockdown has been incredibly challenging and we are ready to support them and provide the normality of school-life that is so important for them.

Lunches

Reception will have their own allocated room to eat their lunch so that they are not rushed and will be playing in the Reception area rather than in the main playground. Please ensure snacks and lunchboxes are healthy. Snacks should be a piece of fruit or vegetable, not a cereal or fruit bar. Lunch boxes should not include sweets.

Meals for Reception are free due to government funding and we would encourage you to take up this offer. All meals should be booked via www.feedinghungryminds.co.uk.

Keeping safe

Important – do not come to school if you or a member of your household suspects they may have symptoms. You need to self-isolate and organise a test. Please let the school know if you test positive.

- We are following the government guidelines provided for schools. The DfE has provided [government guidance for parents](#)
- Children are in groups and these groups, and adults within the groups, will be kept separate from each other
- Regular handwashing is timetabled and adults are briefed to be diligent
- Enhanced cleaning regime will include an additional cleaner at lunchtime and a cleaning pack for classrooms and shared areas
- Masks are not mandatory in school. Some clinically vulnerable staff have been given the option to wear a plastic visor in class or a mask if in close contact with others. Staff, who change nappies or who have to deal with a suspected case of coronavirus, will wear PPE
- Adaptations have been made to the routines of the day
- The children's safety and well-being are our priority

Other information

The council, in conjunction with Public Health Colleagues in Kingston, have produced a booklet for parents with a covering letter. See links. [Booklet for parents](#) [Kingston letter](#)

There is a new [section for parents on the Mayor of London's website](#) and [government guidance for parents](#).

Thank you – we can't wait to see the children

We want to thank you for your support with this return to school. We have tried our best to make sensible changes to minimise risk but, in the first week, we'll have a better idea of just how practical and realistic they are. It may be frustrating at times but please bear with us as we establish the best way forward, which might involve some changes. We are really looking forward to seeing your children next week.

Mrs Keogh and the Ellingham Team