



Spencer Nursery School  
Spencer Road  
Mitcham Junction  
Mitcham  
Surrey  
CR4 4JP

28<sup>th</sup> May 2020

Dear Parents & Carers

### **NURSERY SCHOOL ARRANGEMENTS FROM 1<sup>st</sup> JUNE 2020**

Firstly, we would all like to thank you for your ongoing commitment to supporting your children so well at home over the last ten weeks. We know how tricky it can be, especially if you are balancing childcare/home schooling whilst also working from home and looking after your own health and wellbeing. You have worked so hard to ensure that learning for your child(ren) has continued in some form in your home environment and we have loved seeing the photos that so many of you have been emailing in to us. The feedback and support we have received from parents and carers has also been very much appreciated and has certainly boosted morale - so thank you very much.

As you are probably aware, the government confirmed yesterday their intention for schools and early years settings to begin to partially reopen from the 1<sup>st</sup> June 2020. As previously communicated, we are reopening Spencer Nursery on a reduced basis from that date, to a reduced number of pupils initially, to enable us to follow the guidance that the government has issued.

There has been a significant amount of guidance issued and the message from the government is that school leaders and governing bodies must decide what is best for their individual schools.

We have been working hard over the last fortnight to set up a plan for our school which will enable us to continue to provide places for those children of Key Workers who have attended regularly over the last ten weeks as well as open up additional spaces each day for those Key Workers or children of non-Key Workers who made an application for such by 19<sup>th</sup> May.

The government has published full guidance for parents online:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

### **SAFEGUARDING**

We have carried out an extensive risk assessment in line with the government guidance to ensure that our school is as safe as possible for wider opening next month. Our priority throughout, remains the safety of children, their families & our staff. This will continue to be updated as the term progresses.

In school, there will be qualified paediatric first aiders and a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead working every day.

## **IMPORTANT DATES:**

In accordance with the guidance issued to schools and early years settings, and having undertaken a detailed risk assessment process, we can confirm that our school will re-open to those parents to whom we have confirmed a place from 1<sup>st</sup> June 2020. If you have not received an email confirmation from the school then we cannot yet accept your child from this date.

## **INFORMATION FOR PARENTS OF CHILDREN FOR WHOM WE HAVE AGREED ATTENDANCE FROM W/B 1<sup>ST</sup> JUNE 2020**

- All children with agreed places from 1<sup>st</sup> June 2020 will attend the Spencer Nursery site.
- There are a maximum of 6 places a day in Ladybirds and 16 children a day in a combined group of children from Bumblebees and Fireflies.  
A child from Bumblebees or Fireflies may be grouped with the Ladybirds cohort if there is a space and not doing so would mean that the child would otherwise be refused attendance at this time.
- Children should attend their usual hours/days of attendance and parents will be charged as such from 1<sup>st</sup> June 2020.
- To minimise contact, the two groups in Ladybirds and Bumblebees/Fireflies cannot mix with one another; your child will remain in their allocated group. This will include indoor and outdoor play.
- In their guidance, the government states that “early years and primary age children cannot be expected to remain 2m apart from each other and staff” and say that they have taken this into account when choosing which year groups should return. It is for this reason that we have initially decided to bring back a reduced number of children so that they can operate in smaller groups at activities throughout the day. Learning areas for continuous provision for the EYFS will be distanced apart.
- We will remove soft furnishings, soft toys and toys that are hard to clean for the time being.
- All your child will need to bring to school each day is their wet/change bag if they need one and their usual water bottle/cup, where applicable for Ladybirds and Bumblebees children (children in Fireflies will have access to cups/the water station as usual and cups will be thoroughly cleaned as usual).
- Children and staff will be supported to wash their hands on arrival to school.
- Frequent hand cleaning and good hygiene practices will be promoted throughout the day.
- Classroom doors and windows will be kept open to promote air flow.
- Increased levels of cleaning will take place.
- Staff will continue to make the curriculum as interesting as possible, whilst promoting minimal contact at all times. However, we are all conscious that as educators of the very youngest children there will be times when social distancing will not be able to be maintained in order to provide the appropriate level of care.
- When the children first return, there will be a significant amount of PSED undertaken to reintegrate them back into school and ensure that they feel happy and safe at school.

The new school day will be very different to the one your child is used to experiencing. We will do all we can to help the children adjust to the new requirements:

- We will put new systems in place to ensure social distancing when dropping your child at school and collecting them at the end of the school day. This should only be done by one parent per family. Parents will be unable to congregate in the entranceway or at the school gates. When dropping off or collecting your child, siblings may accompany their parents, but must remain 2m from other families at all times.

- All children attending provision in Ladybirds will enter and leave school via the usual front door of the Nursery. As we had begun before lockdown, staff will take/deliver the children from/to their parent at the door and parents will not enter the school building.
- All children attending provision in the combined Bumblebees/Fireflies group will enter and leave school via the pedestrian gate on Spencer Road (usually used by Bumblebees). We will put up a doorbell which can be used by parents to alert staff of their arrival at drop off and pick up times. Parents will not enter the school grounds or building at this time.
- We are putting these measures in place for the time being in order to help with social distancing at drop off and collection times.
- The School Office will not be open for people to visit in person. You can contact the School Office during our normal hours via telephone or email.
- If parents need to drop off an item for their child, this should be left outside the main entrance for staff to collect.
- No visitors, including parents/carers, will be permitted into the school building (this includes the School Office).
- In the event of an emergency, parents may attend the school in person, but will be asked to follow social distancing measures at all times.
- Parents/Carers cannot be late to drop off or collect their child(ren) from school due to the measures being put in place to protect all members of our community.
- Face to face meetings in person will not be possible at this time.
- Staff will not be available to talk with parents in person at the end of the day and parents/carers are also politely reminded that they cannot congregate to chat with those staff on the gates each morning and afternoon.
- Staff may choose to wear a face covering when collecting children/handing children back to parents at drop off/collection times.

## **HEALTH AND ATTENDANCE**

**NO CHILD IS TO ATTEND SCHOOL IF THEY, OR ANYONE IN THEIR HOUSEHOLD, IS SHOWING SYMPTOMS OF COVID-19.**

- We will follow the government guidance on what to do if a child or adult in a teaching group develops symptoms. Where an individual has tested positive, all families will be contacted and they will all begin isolation for 14 days.  
Anyone over 5 years old is now eligible for a test so we would ask parents to have themselves or their older child(ren) tested if they have any symptoms.
- If your child is unable to attend school on any given day, please contact the School Office as you would normally.
- You can book a test for anyone over 5 if that person is believed to have any symptoms of Covid-19, by following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **LUNCH PROVISION**

Caterlink will continue to provide school meals during this period for those in attendance.

## **DAYS OF ATTENDANCE AND NURSERY FEES**

Where you have received an email to confirm that your child can attend from 1<sup>st</sup> June, your child should attend their usual days and the usual daily charges will apply.

## **CHILDREN NOT CURRENTLY DUE TO RETURN FROM 1<sup>ST</sup> JUNE 2020**

Unless we have agreed a pupil place by sending you an email of confirmation, no other children are to return at this time. You can continue to access the online distance learning activities which we will continue to provide on our Google site.

<https://sites.google.com/hackbridge.org/home-learning>

The retainer fee will continue to apply for children who are not currently returning. This will be regularly reviewed by the Governing Body, either in line with any change to government guidance, under review of the long term financial sustainability of the setting or until such time as the school is reopened to all pupils.

**I DID NOT APPLY FOR A CHILDCARE PLACE FOR THE 1<sup>ST</sup> JUNE, BUT MIGHT NEED ONE AT A LATER DATE – WHAT SHALL I DO?**

Our capacity to offer places in smaller teaching groups has been fully maximised at this time. Whilst we will endeavour to meet demand for childcare where we can, it may be that we have to ask the local authority to help identify placements at other nursery or pre-school settings where we already have reached the capacity in each of our childcare teaching groups.

**CONTACTING THE SCHOOL**

If you have any questions regarding the wider opening of the school from Monday 1<sup>st</sup> June 2020, please do get in touch with us via email.



**ON A FINAL NOTE...**

Opening up any additional pupil places after our initial partial reopening on the 1<sup>st</sup> June 2020 will be dependent on future government guidance and, at the moment, we have no further information as to when this might be. As soon as this changes, we will write to you again. It must be stated, however, that to reopen to more pupils would require an end to the reduced group size and other measures that we have currently put in place.

We hope that this information is useful and gives you more of an understanding about provision at Spencer Nursery School moving forwards from 1<sup>st</sup> June.

Government guidance continues to evolve and there may still be changes or amendments to what we need to do. We will communicate any changes with you if these need to happen. It is important to remember that these arrangements could change at any time depending on government directives and school staffing capacity.

All continuing to be well, we look forward to seeing some of you back from the week beginning the 1<sup>st</sup> June.

Yours faithfully

A handwritten signature in black ink that reads "Emma Walford".

Emma Walford  
Headteacher