



July 2020

Dear Parents and Carers

Thank you for your ongoing patience and support with our induction arrangements for this September. We have been cautious about making too many decisions without the latest Department for Education guidance. We are now in a position to share with you the steps we will be taking to keep your child and family safe in the autumn term. Please note, that our policies may be subject to change at any time as the national and local risk levels change, therefore ensure your contact details we hold for you are correct, so that we can get the most up to date information to you quickly, this will be through our 'Teachers2Parents' system or email from Debbie the school receptionist

All the decisions we have made have taken into consideration the risk factors and our focus is to prevent the spread of Covid-19 and minimise risks at all times, risks cannot be eliminated completely.

**Start dates and times** – these have been communicated to you separately via email. Please note the date and specific time for your child's first session, and note the hygiene practices in place in the email as well as on this letter. There is further information below about settling your child.

**Nursery hours** – following your child's first day, your child's nursery session will be dependant on the part of the school your child is accessing. We are making some changes to start and finish times in the 2-3s and SNSC so that there is a staggered arrival for parents on site and the number of parents arriving at any time is reduced. Please keep within your allocated start time to avoid congestion. Session times are as follows:-

- 2-3s Nursery – 8.30am – 11.30am The register will close at 9.30am.
- 3-5s Nursery – 8.30am – 11.30am (morning session), 9.15am – 3.15pm (30 hour session), 12.15pm – 3.15pm (afternoon session). Registers will close at 9.15am in the morning and 12.30pm in the afternoon.
- SNSC Nursery (Green Class) – 9am – 2pm. The register will close at 9.30am.

If you arrive before your allocated start time, you will not be permitted to enter the building, please wait outside with your child using the socially distanced 'footprints'.

**Arrival at nursery** – there are a number of changes we have made, please note:-

- There is no onsite parking.
- All families must enter the site using the single black gate at the entrance or if you are going to the Green class through the black car park gates – there will be a 'one way' system in place for parents and children to walk and this must be adhered to, to avoid cross over contact (please follow the painted arrows on the floor).
- The exact location to drop off your child will depend on the Nursery they attend:-
  - 2-3s Nursery – via the main front door
  - 3-5s Nursery – via the side gate (am & 30hr children) – when you come through the single black gate, turn left and follow the yellow arrows. (pm children) – to use main front door
  - SNSC (Green Class) – via the wooden gate – come into the Nursery using the double black gates and follow the green arrows (please ensure that you shut the gate after you have opened it)
- There will be a sanitising station at your allocated entrance point. Everyone entering the building must use hand sanitiser on arrival and we ask that you clean your hands and also your child's.
- After children have been settled in Nursery, parents are asked to leave following the one way system in place.

**End of session pick up** – in order to minimise contact, parents will not be entering the building to collect their child. Parents will be asked to wait at their allocated door (as detailed above) and children will be brought out to you. You will then need to follow the ‘one way’ system to leave the premises, please note, follow the different coloured arrows after you have picked up your child.

**Attendance** – in order to prevent the spread of Covid-19, the following must be adhered to:-

- Anyone with symptoms must not enter the building and follow the current Public Health England guidance
- You must inform the office immediately so that any further spread of infection can be tracked and testing organised if appropriate.
- If your child is not attending for any reason, you must contact the school office immediately. If we do not hear from you, we will contact you and ask for reasons for absence, this is part of our safeguarding procedures at all times.
- Parents must inform us of any overseas holidays that are taking place, this is so that we can monitor the current Foreign Office guidelines with regards to isolation.
- Parents and children may be contacted and required to be tested in line with the current Test and Trace programme.
- At any time, if there is a positive case, all or part of the school may need to be closed, these decisions will be made through discussion with the Local Authority and Public Health England.

**Items coming into school** – we will continue to ask that families donate fruit to us for use at snack times. This will be washed thoroughly prior to use.

Children will need a bag in school at all times, at the start of term, please ensure this is stocked with the appropriate change of clothes for your child. If for any reason, they need changing at school, either from water/paint play, or other toileting accidents, we will send home these clothes in a small bag. Please replenish these items for us the following day. We will not be having clothes bags travelling into and out of school each day to prevent contamination. If your child is still in nappies, please bring enough of these for us to put in a named basket in the bathroom for your child. We will let you know when they run low.

You do not need to provide your child with any drinks, milk and water is available all day.

**Visitors** – we will not be allowing visitors on site without a valid reason. If for any reason you need to talk to a member of staff, please email or telephone the office to make an appointment. When you have meetings with staff, we will ask you to enter using the front door, you will be signed in and asked to use hand sanitiser. All meetings will take place in our training room, so that you can social distance. *Note – if you arrive early you will be asked to wait outside.* Staff and children are not required by DfE Guidance to wear face coverings onsite, however, if parents or visitors choose to do so that is their choice. However, we will be asking anyone with a face covering to either remove it safely on arrival or to wear it for the duration of their visit.

**Contacting the office** – if you need to talk to the office, we advise you telephone or email on [info@chertsey.surrey.sch.uk](mailto:info@chertsey.surrey.sch.uk).

**Settling your child** – the start of term will be an anxious time for you and your child. Settling them into Nursery is not a ‘one size fits’ all approach and may be harder this year as you will have spent a lot of time with your child. We will be asking parents to work with us when settling their child so that everyone remains safe.

- One parent/carer only at any time during settling in – no other siblings present to minimise contact
- Parents and children to enter via their allocated door and use hand sanitiser on arrival
- Parents in the building to adhere to current social distance guidelines with staff and other adults
- If asked to ‘step out’ to enable your child to spend time without you, parents will be required to wait outside the front of the building or locally in the town. Please come prepared for this in all weathers.
- Once your child is settled, you will be able to drop them off as per the guidance above for their session.

**Organisation** - the sessions will run as they normally do, the Early Years Curriculum will be followed and the children will learn through play. There is no requirement for children to social distance children from staff in school. Sessions will end with group time activities, these will not consist of more than 15 children in a group. The classrooms are well resourced, however, resources will be reduced and an enhanced cleaning schedule put in place to ensure hygiene practices are in place. The outside classrooms are an integral part of our curriculum and their use will be maximised.

**Partial/local lockdown** – if at anytime there is an outbreak or positive case, guidance will be sought and this could result in a partial/local lockdown of the school. Staff safety and their health is also a priority and we can only offer the current provision if adequate staffing levels allow. Please be prepared at any time as alternative arrangements may need to be put in place for your child at short notice.

Many thanks to all of you for your understanding during these difficult times. I look forward to working with you over the coming year.

Regards

Anita Cheeseman  
Head of School