



Ladygrove Primary School and  
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**Bed(Hons)NPQH**  
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14<sup>th</sup> July 2020

Dear Parents and Carers

Schools have now received guidance to help us with the proposed new plans for September: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

The senior leadership team have been working hard to consider what this means for our school.

We have decided to put the following measures in place to ensure we keep your children as safe as we possibly can:

#### **Parking:**

As we are now using the main gated entrance off Old Office Road as our exit, we ask that parents do not park in this street. This is to keep the area as safe as possible for staff, children, parents, and local residents. If cars are parked in this area and it is used as a drop off area, social distancing will be hard for people to maintain. We have spoken to the local policing team in relation to this and they support us with this. We ask that parents park responsibly away from school and walk to collect and drop off their children. This is to keep everyone as safe as we possibly can.

#### **Entering /Exiting the school site:**

- Only one parent is permitted to drop their children off at school/collect, this is so we can reduce numbers of people on the school site.
- We have an established one-way system that has been successfully operating since June. Parents are required to enter school via the main blue gates on the playground. Wait outside the class bases adhere to social distancing and continuing forward around the school building.
- Children in class bases:8,9,10 and 11, are dropped off at the back doors of the classrooms and then parents exit the school site following the one way system, which means you exit by the green gate (this will be well sign posted and staff will be there to help)
- Children in class base 12: will enter and exit via the fire door at the top of the corridor.
- Children in class bases:4,5 and 6, will enter and exit via the corridor doors on the lower playground.

- Children in class base 7: will enter and exit via the classroom door by the Muga.
- Children in classes 1,2 and 3 will enter and exit by the classroom doors in the new build area.
- Children in Reception 1 and Reception 2 class bases will enter and exit by their classroom doors in the new build area.
- Nursery will enter by the nursery door, one-way system to be used. If collecting at 11.30 a.m. you are able go straight to the nursery doors. Collecting at 2.30 p.m. please use the one-way system.
- Staggered start times, leaving times, and all breaks times will be in place, to ensure we do not have large numbers of children on site at any one time. We ask parents and children not to arrive early or late as we need to be strict with timings and avoid large gatherings. Please see information below for timing.

Year Group	Start time	Finish time
Nursery	8.30 a.m.	11.30 a.m. or 2.30 p.m.
Reception	8.30 a.m.	2.45 p.m.
Year 1	8.40 a.m.	2.55 p.m.
Year 2	8.40 a.m.	2.55 p.m.
Year 3	8.50 a.m.	3.05 p.m.
Year 4	8.50 a.m.	3.05 p.m.
Year 5	9.00 a.m.	3.15 p.m.
Year 6	9.00 a.m.	3.15 p.m.

#### **Breakfast club and Out of School Club:**

- We are working on ways to operate Breakfast club and Out of school club, as you can appreciate this takes time to organise. We will inform you of our plans by the end of the week. Breakfast and Out of school club will start from Monday 6<sup>th</sup> September. We will not be offering after school clubs (3.15 -4.15) this term, we have taken this decision, due to limiting contact with external providers.

#### **Classroom Organisation:**

- Children will be in taught in classes of no more than 30. The children will spend their time in this group, with their key adults, the class teacher and teaching assistant/s. Children will operate in bubbles where possible, keeping separate from other children at break and lunchtimes. The outdoor area will be zoned for each group
- Where possible the children will be seated in rows in their classroom.
- Children will be allocated stationery to use as their own, rather than sharing.
- Limited items to be brought in from home to reduce risk. We are allowing **coats, water bottles, packed lunch box** (unless having a school dinner), **reading book** and **reading diary** in a book bag (or brought in a poly pocket if your child does not have a book bag) and **medication only**. Please place any messages you have for the class teacher in your child's reading record. Any items that your child brings in need to be able to sit in their tray, no bulky bags to be brought in.
- Homework will be distributed via email and posted on our school website.

- Children will come into school in **full uniform in September**. Children will be permitted to come to school in PE kit on the days your child has PE. We will inform you of your child's PE days in a subsequent letter.
- We have removed soft furnishing from the Classrooms.
- Increased time outdoors when learning wherever possible and windows to be open to promote ventilation

### **Behaviour:**

We have always prided ourselves on the good behaviour of our children. We have created an amendment to our behaviour policy which details what we expect from children and adults during these unprecedented times. The main focus is on social distancing, high levels of hygiene and respecting each other's personal space. You will find this on the school website.

### **Lunch time arrangements:**

- All children will eat their lunch in their classroom.
- We have worked with Telford and Wrekin Council Catering to produce a menu which allows for children to eat off disposable trays. Details of this will follow by the end of the week. If your child requires a packed lunch, a form is to be completed as normal and return to the school office. If you wish to cancel the packed lunch arrangement a week's notice is required.
- School dinner timings will be staggered to allow for smaller numbers of children playing on the playground.

### **Toilets and hygiene:**

- The number of children using the toilet facilities at one time will be limited. Toilets will be cleaned at regular intervals throughout the day.
- Classrooms will be subject to the cleaning regime we have had in place throughout the summer term.
- We will be promoting the catch it, bin it, kill it campaign.
- We will also be using the e bug resources and also signage to promote healthy hygiene.
- We have plenty of soap, disposable paper towels and cleaning materials.
- Very regular handwashing throughout the day. Children will be required to wash their hands when they enter the building. We do not require that children to wear masks or gloves – this is in line with government guidance - **Coronavirus: implementing protective measures in education and childcare settings**. PPE will be used by staff who need to provide first aid or intimate care for a child.

### **Hair and Nails:**

- We ask that **children's nails are kept short** so to make hand hygiene easier and that children with **shoulder length hair or longer keep this tied back.**

### **Medication:**

- When school closed for lockdown all medicine and inhalers were returned to children. **If your child has an inhaler it is important that you bring this back to school when your child returns.** This is also the case of any medication they need e.g. epi-pens.
- First Aid will be administered using appropriate PPE.

### **Sun cream/ Sun care:**

- Staff will be unable to apply sun-cream to your child. We ask that parents apply long-lasting sun-cream to their children before the start of the school day. **Children will also need to bring a sunhat.**

### **Child Illness**

- Within the guidance, the government has stated that it is essential that people who are ill stay at home. Please ensure that if your child is poorly, they are not brought into school so we can reduce the risk of other children and staff becoming ill.
- If your child becomes ill with Covid19 symptoms, please contact school immediately so we organise a test for your child.
- We have an allocated space within school that is used if children become unwell during the school day. We will contact you immediately for you to collect your child.
- We will arrange tests for any child that is sent home displaying Covid19 symptoms.

### **Parent Communication**

- Any messages for the school team will need to be communicated through the office via the telephone, email or text please to avoid having parents on site unnecessarily.
- Important please make sure your contact details are up to date. Please email changes to the school office [A2168@taw.org.uk](mailto:A2168@taw.org.uk)

We hope this goes some way to reassure you all that Ladygrove Primary will be a safe environment for your child in September. We realise this is a lot of information to digest, there will be plenty of reminders before we open the gates in September and we will ensure staff are available to support your child/children's return to school in September.

We are so very excited to be welcoming our families back.

Many thanks for your continued support.

Kind regards,



Mrs J Weichlbauer  
Headteacher



Mrs Sarah Williams  
Chair of Governors