

Chapel End Infant School & Early Years Centre

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4th September 2020

Dear Parents/Carers

Returning to school for Reception

I hope you have had an enjoyable and restful summer. We are really looking forward to welcoming your child back to school next week.

In order to ease transition, you will be visiting your new class in smaller groups to begin with. You should have received an email about this in July. If not please contact the school office.

Your child does not need to bring anything with them for this session. Please maintain social distancing from other adults and staff while visiting. All parents and children will be expected to wash their hands/use hand sanitiser on entering the classroom. Parents will be expected to wear face masks during the settling in sessions.

Please take note of the new arrangements for the Early Years Site to reduce risks in school.

- Reception will be a year group bubble and will play and learn in their classes and with their own year group.
- Drop off will take place through the main entrance at the Early Years Site.
- When your child starts full-time on Monday 21st September 2020 they should be dropped off at the main entrance of the early years building between **8.45-8.55am**. Daisy class children should be dropped off at the gate to the right hand side of the main entrance as you look at the building (staff will be available to assist). This will be a rolling drop off to avoid crowding.
- Only one person per child allowed on site please.
- Take your child to the designated drop off area, maintaining social distancing as appropriate.
- Please send your child straight to the member of staff and leave promptly.
- It is very important that parents do not stay on site, but come in quickly, drop off their child and leave immediately.

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- At home time, please use the same procedures. Collect your child between **3.25-3.35pm**. Please leave as soon as you have collected your child. Daisy class children should be collected from the gate to the right hand side of the main entrance as you look at the building (staff will be available to assist).
- If for any reason you have to queue, please do this patiently and maintain 2 metres social distancing.
- Children should not wear a face covering in school. Public Health England does not recommend face coverings for our age group. If your child wears a face covering to travel to school, you should remove this before sending them to their teacher.

Belongings

Children should bring their book bag each day and a water bottle – please ensure all items are named. Please also send your child’s PE bag into school. This will not be required at first and we will advise you on which day this will be required.

Communication

Unfortunately, due to the current risk, we have to avoid face to face conversations with parents/visitors. Please communicate with school via the school email address or by phone. If you need to visit the school office you will need to call first to make an appointment as we are not able to accept drop in visitors. We know this is very difficult and it is upsetting for us not being able to chat to our families, but this is for everyone’s safety.

If you would like to see our Risk Assessment for the school reopening in September, this will be available to view on Friday on our Website: www.chapelendinfants.com/about-us.

I have also attached for your information a parent booklet ‘Children and Young People Returning to School’ produced by Waltham Forest Council.

Please use the following link for more information about returning to school.

- www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term

Before your child returns to school, please help us by reminding them to cover their nose and mouth when coughing/sneezing, blow their nose with a tissue when needed and to wash their hands properly.

As always, if you have any questions, please contact the school office via email or phone. We are looking forward to seeing all our families next week and thank you for your support in ensuring that all of our school community remains as safe as possible.

Yours Sincerely

Janice Chaplin
Head teacher

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