



Head Teacher: Mrs E Cole B Ed (Hons)

11th September 2020

Dear Parents/Carers,

This letter contains information regarding the following:

- Change to collection times effective Monday 14th September
- Reminder of our rules
- What to do if your child displays at least one symptom of Covid 19
- How we will support families who are in isolation
- What will happen if there is a whole school closure
- What to do now if you are a keyworker

We have completed a full week back in school and have now welcomed all our children and families back to Malvern Way. Our drop off arrangements are working very well, the soft start is supporting our families to manage multiple school runs but is also providing a calm start to our day. The vast majority of the school are arriving by just after 9am with families who have year 3 children arriving by about 9.10am. If you do not have another school run to complete, I would appreciate your support in getting your child to school significantly earlier than 9.15am. We do have some families arriving just as the gates are being locked and indeed in danger of arriving a bit late.

The end of the day is also working well and supporting us to limit the numbers on site but we are finding that 30 minutes is becoming difficult to manage. We are therefore looking to make a small change to our arrangements by **asking parents to collect between 2.45pm and 3.05pm**. This change will be **in effect from Monday 14th September**.

Reminders about drop off and collection:

Everyone must use the one way system – entering via the double gates on Winton Crescent and exiting via the woodland gate or the main entrance

One parent per family – this is very important for reducing numbers on site

If you are waiting for somebody, **please do not congregate at the school gates** – arrange to meet further away from the school

Dogs **must not** be tied up at the gates or the fencing outside.

Suspected Covid-19 cases

We are receiving a number of calls from families reporting that their children are unwell and asking for guidance. We are entering a time of year when colds etc. are particularly common. The current guidance from government is that any child becoming ill with:

- a new continuous cough
- a high temperature (hot to touch or above 37.8)
- a loss of, or change in, your normal sense of taste or smell

should self isolate along with **all** members of their household. A test should be booked using the numbers 111 or 119. If the test returns a negative result, providing your child is feeling well, they can return to school. If the test returns a positive result, then the child must self isolate for 10 days and the rest of the household for 14 days. In the case of a positive test for a child/adult at our school or a member of a household, we would need to be informed as soon as possible so that we can seek advice from PHE (National Institute for Health Protection) for next steps. The main school account admin@malvernway.herts.sch.uk is checked throughout the evenings and weekends.

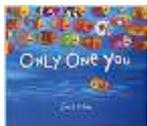
If a child were to become unwell during the school day, we have a clear protocol in place to ensure the child is isolated while awaiting collection. In order to ensure we have as safe an environment as possible, we will be erring on the side of caution with any child/adult displaying possible symptoms. Families would be expected to collect their child within 30 minutes of being contacted.

If your child is absent due to an illness we ask that you are very specific about the reason for the absence. Terms such as 'a bit poorly' or 'under the weather' are not helpful for us in managing the needs of the school at this time.

Learning at home

We have been discussing how we would support families who are in self isolation and also provide ongoing learning in the event of a larger school closure e.g. year group bubble. If, as a family, you need to self isolate – we will make contact with you individually to decide how to approach home learning for the period of isolation. The aim will be to provide learning that is reflective of what is happening in school.

If, following advice from PHE (National Institute for Health Protection), we are instructed to close school to a class or year group or in the event of a wide spread lockdown, we have prepared a 2 week unit of learning. This unit is based on 2 texts – The Dot (Peter Reynolds) and Only One You (Linda Kranz). Both of these texts are narrated on YouTube but you may wish to purchase these in case of a school closure.



While we have chosen to use this text for all the school, different learning will be provided to each year group. Alongside the plan, we will provide some instructional videos particularly to support the maths and English curriculum. It is our intention that all families would receive phone calls during the closure from either the class teacher or TA. We would also reinstate our year group emails so that families can upload any learning they wish or ask for support with any aspect of the learning. The details for these are as follows:

EarlyYears@malvernway.herts.sch.uk

Year1@malvernway.herts.sch.uk

Year2@malvernway.herts.sch.uk

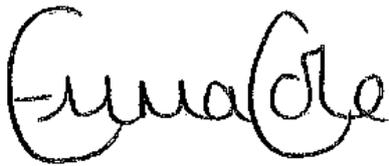
These emails will only be monitored during a school closure.

Key worker provision

During a wider lockdown we may be directed to offer Key worker provision. In order to help us plan for this eventuality we are asking parents who are key workers to email admin@malvernway.herts.sch.uk as soon as possible we will need your name, the name of your child and the nature of your work. If we are oversubscribed, places may need to be limited to families where both parents are key workers.

Thank you for taking the time to read the important information – I wish you all an enjoyable weekend. Please be reminded that **the rule of 6** comes into force from Monday 14th September.

Kind regards



Emma Cole
Headteacher

