



27 May 2020

Dear Parents and Carers,

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting. The letters dated 18th May and 21st May 2020 outlines the protective measures we are taking in light of coronavirus (COVID-19) and I will reiterate these below:

Some of the steps we are taking in readiness for reopening include:

- Completion of a comprehensive Risk assessment
- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
- Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly.
- Ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Asking children not to bring toys or other items from home to the setting.
- Introducing staggered pick up and drop off times and signed routes around the school to enable social distancing
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- Staff collecting children from the external doors rather than parents entering the building
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Provision of an Isolation room and full Personal Protective Equipment should anyone display symptoms of COVID-19 while on site

Testing

All children who are attending a school or nursery will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to their early years setting/school, and their parents or carers not to need to self-isolate any longer than is



necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in their setting.

We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#).

I hope that this letter and the previous letters have given you the information you need to understand what arrangements we have made to enable children in the Nursery and Reception to return to us from 1 June. We are looking forward to welcoming your child[ren] back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Ottens'. The signature is written in a cursive style with a large initial 'S'.

Susanne Ottens

Headteacher