4th September 2020

**Busy Bees Return to School in September 2020**

Dear Parents / Carers

Important Reminder – children who have asked to attend Busy Bees from September and those already attending - we are allowing children to attend 2 settings from September – these must be on separate days - this is to ensure we keep cross contamination risks low.

We are looking forward to seeing everyone and will keep you updated with any changes that may happen but for now please read the information below.

**Please read before you arrive with your child for their first session.**

**These are the things your child will need to bring with them every day:**

A drink bottle with their name clearly marked

A packed lunch – children may bring lunch boxes (if they do not have a school dinner)

A coat and jumper.

The weather may still be warm in September so any hats need to be clearly labelled for safety. Please apply long lasting sun cream before your child comes to school.

**Arriving at Busy Bees**

Busy Bees will have a different start time of 9.00 and we will finish at 3.15 – please do not arrive any earlier than these times as our gate will be in use by other children. Please can we ask you to follow these timings carefully as we need to minimise the number of parents on site and around the school. If you arrive late, please make your way to the school office. Children should not be left unattended at the school gates. Members of staff will be outside to assist and ensure everybody is keeping a safe distance away from each other. If they do ask you to move away from someone, then please remember we are just following Government guidelines and our school procedures. If you need to speak to a member of staff, then please remember to stand a suitable distance away. We would encourage all our parents to wear face coverings whilst on site to help protect any vulnerable individuals.

In order to keep you safe please adhere to the 2-metre social distancing outside and keep your child with you while you wait. A staff member will arrive to open the gate and we will ask you to encourage your child to come through the gate. Your child will go with their key worker straight to the hand washing station and wash and sanitise their hands before entering the classroom.

We understand that the children have been away for many weeks / months and some will be unsure about returning so to help us with settling the children and to avoid any bottle neck at the gate, could we ask that once your child is through the gate you leave promptly, we will let you know if there are any problems.

At dropping off time – if your child is upset or unwilling to come through the gate on their own we will be unable to take your child off you due to social distancing measures– if after 15 mins your child is still upset and not willing to come through the gate we will ask you to wait until everyone else has gone and we will walk you round to the garden where we can settle your child in whilst playing.

Please send your child in with a small backpack if they need one– if your child needs spare clothes then put them in a disposable plastic bag and we will put the clothes in your child’s drawer and dispose of the bag.

Nappies and wipes can be sent in and we will store these in the nappy changing area.

**End of day and picking up your child/children**

Please use the same gates as you did in the morning. This is so we can release the children safely and not too many parents are on site at any one time. Pick up times are staggered. Children will exit school as year groups without siblings. Once you collect your child, please leave the school site as quickly as possible. If you need to wait for a child in another class, please can you stand away from the flow of traffic. Due to the times of children coming out, some of you may need to collect your child and then you will have to go to another exit to collect the other child. We will not release a child until you are there so please do not worry. Please try to be on time to pick your child up. If for any reason you are late, your child will be kept by their class teacher. If the gate is shut, please come to the office and we will collect your child for you.

**Handwashing**

All children and staff will be expected to wash/sanitise their hands on entering Busy Bees in the morning, before snack, before lunch and then coming in from lunch, and the same in the afternoon. We have hand sanitiser for the children and adults to use. Handwashing is extremely important so please make sure your child knows how to wash their hands properly. We will continue to demonstrate this also.

**Snack time / lunchtime**

Please avoid items that your child finds difficult to open.

Please make sure your child brings a water bottle with their name on for snack time and during the day. We will be providing milk at snack time but bottles will allow the children to have access to their own water during the day.

Children will wash their hands before and after snack and lunch.

Children will be encouraged to go and get their own lunch from the trolley so it would be very helpful if you could clearly name their lunch or use some form of sticker that they will recognise.

Busy Bees children who choose to have a school dinner will be eating their lunch in the classroom for the time being. Staff will collect their lunch from the school kitchen, please make sure key workers are aware of any allergies your child may have.

**Cleaning**

Rest assured we are putting in additional cleaning practices throughout the school day. Our cleaners are at school every night and will give all areas a thorough clean. During the day, staff will be cleaning relevant areas and equipment after each use. Each classroom has been provided with hand sanitiser, tissues and antibacterial wipes for hard surfaces. Additional cleaning will take place each day for high touch area such as door handles, toilets and taps. Excess furniture in classrooms and shared areas has been removed to ensure cleaning can take place effectively.

**Illness at Busy Bees**

If you feel your child needs Calpol for any reason before they come into session- please keep them at home.

If you child is feeling unwell / has a cough/ temperature please do not bring them to school.

If your child develops sickness or diarrhea at school then please do not be alarmed when you collect them that the staff member may be wearing a mask and apron this is within Government Guidelines.

We cannot give Calpol and/ or other medicines at this time.

If pupils develop symptoms of coronavirus during the school day, parents will be contacted immediately and asked to collect them. They will be isolated in the staff room and the staff caring for them will wear PPE. We would expect the family to follow the guidance which states that they should self-isolate for ten days and should arrange to have a test. Other members of the household should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any pupils who have been in close contact with a pupil or staff member exhibiting symptoms do not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic individual subsequently tests positive or they have been requested to do so by NHS Track and Trace.

If an individual test’s positive they should follow the guidance for households and must continue to self-isolate for at least ten days from the onset of their symptoms and then return to school only if they do not have symptoms. The local health protection team will contact school if they become aware that someone who has tested positive attended the school as identified by NHS Track and Trace.

**First Aid**

Normal first aid e.g. trips, falls, bumps and grazes will be dealt with as normal - outside wherever possible or in Busy Bees classroom if necessary. Designated first aiders are on duty for each playtime and will wear personal protection equipment (PPE) if required to administer first aid.

**Visitors**

Unfortunately, we will not be welcoming any visitors onto the school site at this time. If you need to speak to a member of staff, please email or phone the school office and ask to be put through to Busy Bees. Please return to emailing busybees@swallowfieldlowerschool.co.uk for correspondence and queries.

**Social Distancing**

The new guidance states that there is no requirement for nursery/ primary age children to social distance from one another. Therefore, classrooms will be returned to a more usual state, there will be no soft furnishings, and deep cleaning will still take place of classrooms and resources. We will designate each year group as a “bubble” so that these children can have lunch together and play together.

Adults must continue to observe the 2m+ social distance guidelines and so we will be restricting visitors to the school to one adult per family. This includes pick up and drop off. We will adhere to the current school hours of operation but have allocated staggered times. Please keep all members of your family close to you at all times. Please adhere to these timings, even if you have more than one child to pick up or drop off.

We understand that during this time our whole school day will look completely different to the ones we had before but we will try our best to make sure your child enjoys their time with us even though things may not be the same.

The children will have new rules to think about and we know that this may be a difficult time for some of them.

We will be there to support and care for them as always with a smile. We are looking forward to seeing you next week,

Kim Bishop

Busy Bees Manager