**Newcastle Nursery Schools’ Federation**





**Monkchester Road Nursery**

**School**

**Ashfield Nursery School and**

**Al2gether @ Ashfield**

12/8/2020

Dear Parents and Carers,

I am writing to you to set out the arrangements for a full return to Newburn Manor Nursery and Playgroup in September. We have followed Government advice and have a risk assessment in place. Please note that this information is correct at the time of writing- if there are further changes we will inform you on Facebook or our website.

Due to the continuing pandemic we have to follow guidance that isn’t our ‘normal’ practice. Once restrictions are lifted we will return to our usual routine. I thank you in advance for your cooperation and understanding during this time.

**Protective measures we are taking in light of coronavirus (COVID-19)**  We are have put in place measures to help prevent the virus, September measures include -

* Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend nursery.
* Clean hands thoroughly more often than usual.
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring we have a good supply of tissues and bins throughout the setting.
* Where necessary, wear appropriate personal protective equipment (PPE).
* Keep our children in year groups with as much consistent staffing as possible. Nursery children and playgroup children will play apart but will use the same toilets. Children will spend some of their time in classes and key groups - we are unable to keep classes apart in Nursery as we are open plan.
* Implement 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.
* Ask 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. Please stick to the 1- 2 metre distance when lining up to come into nursery, our footsteps measure 2 metres apart. Parents **will not** be allowed into the nursery building. There will be a one-way system in and out of Nursery – please enter in the small rainbow gate and leave by the large gates nearer to the Primary school. All money should be put in an envelope with the child’s name on and will be taken at the school door.
* We will have staggered start and finish times for each class (see below)

**Staggered School opening times for children (week 1) beginning Tuesday 8th September**

All children to enter through the porch door at the front of Nursery and staff from each class will pick children up. Please try to arrive on time and not too early. Collection will be from the porch. Pupils will leave the building one at a time directed by member of staff.

**Returning Children’s times (Tuesday 8th September)**

Blue class - 8.50-11.45

Red Class – 9.10-11.55/2.35

Green Class – 9.35 – 12.05/3.00

**New Children induction times (from Wednesday 9th)**

Blue Class -12.20-2.15

Red Class -12.30-2.25

Green Class – 12.45-2.50

**Please note this is for week 1 of our return, we will review how this goes and let you know arrangements for the following weeks.**

NB Playgroup children will find out their times and entrance on their visit to the school.

* Use the outdoor area as much as possible as this is less of a risk.
* Asking children not to bring toys or other items from home to the setting.
* Not going across to the Primary School for lunch. Once we have an idea of numbers we may be able to have packed lunches brought over to Nursery, otherwise we will ask all children to bring in a packed lunch.

**Additional Information**

* If the ‘R’ rate rises then we may need to close Nursery again – this advice will be given to us from the Government.
* If we do not have enough staff to work in Nursery due to sickness then we may have to close for some children.
* If you use public transport to get to Nursery please follow guidance from the DfE about this <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
* Adults must wear a face mask/covering on public transport but children under 11 do not have to.
* If virus rates rise in local areas then we may be advised to go into a ‘local lockdown’ meaning Nursery may have to close.
* If a child or member of staff shows symptoms whilst in Nursery we have strict guidelines to follow. If this situation occurs the child/member of staff will be moved to our dedicated isolation room until they can be picked up or go home and be tested. Government advice states that other children will not be sent home at this point and advice will be given by Public Health once the outcome of the test is known. All children and staff must book a test if they show symptoms and engage in the NHS Test and Trace.
* Families will be asked for a voluntary donation of £1 weekly (or can be paid half termly) to be collected for each class and used to buy snack for the week. Once covid rules are relaxed we will go back to fruit/veg donations.

The measures we are taking will allow us to open as safely as possible, with a focus on limiting the risk of coronavirus transmitting within our setting. We must stress to you that due to the age of our children **we are unable to ensure children will socially distance from each other.**

**Children who cannot attend include:**

* Children who are showing symptoms of the virus are not to attend and take advice from 111, this will involve booking a test.
* If children test positive then they must not attend and details must be provided for anyone they have been in close contact with through NHS Test and Trace.
* Children who are unwell (due to changes of children showing many different symptoms of virus).
* Children are not to attend if they have been in close contact with someone who tests positive for coronavirus – they need to self-isolate.
* Some children will still be unable to attend if they have shielded and are under the care of a specialist health professional – their care should be discussed before returning to nursery.

Our risk assessment is extremely detailed and you are welcome to request a copy of it, please ring Mrs Dodds or email [admin@newburnmanor-nur.newcastle.sch.uk](mailto:admin@newburnmanor-nur.newcastle.sch.uk)

We understand that the Nursery environment will feel very different to children and families, we understand this is not a ‘normal’ time and some children may struggle with the current plans – please speak to us if you or your child are worried.

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return in September.

For further information please look at the education coronavirus documents which can be accessed at <https://www.gov.uk/coronavirus>

Yours faithfully

Kay Mills

Headteacher