

Poulton Lancelyn Primary School



27th May 2020

Dear Parents,

From June 1st, we will be supervising a much larger number of key worker children and therefore our systems will be changing. Some of you may not have used our key worker service before, and for those who have, we are changing our routines in order to extend this service.

Our Service to Key Worker Families

- School is open for key worker children from Monday to Friday.
- We will provide childcare provision only – watching films, craft and playtimes.
- You can select the days for your child/children to come to school based on your working patterns: some children may come every day, others for specific days, and others on a flexible weekly pattern.
- You are able to change your days, however you must contact school immediately if this is needed, so that we can ensure that our socially distanced provision is maintained. For alterations to days, please contact school using the following email address: helpmemilne@poultonlancelyn.wirral.sch.uk
- Children who are not on the daily register will not be allowed to enter as we have placed a suitable number of staff in each room based on specific numbers of children.
- Every two weeks, we will email you to request your next working patterns in order to ensure that we have the appropriate number of staff and space available.
- A trained first aider, member of management and a Safeguarding Lead will be on site daily.
- Children should bring lunch with them in a disposable bag (no yoghurts please as children will be eating in carpeted classrooms).
- Children should wear their own clothes so that clothes can be washed frequently, in line with government hygiene guidance.
- Children will follow social distancing and hygiene rules: washing hands frequently when entering and exiting their designated room, remaining in their places whenever possible and not sharing resources.
- Ellis Whittam, our Health and Safety advisers, will complete a site check to ensure that systems are rigorously followed

Due to the number of children, we have split the children into 4 groups: Bubble A (Years 2-4), Bubble B (Years 4-6), Bubble C (Year 1) and Bubble D (Foundation). Bubbles C and D will then be removed once specific year groups return to school.

In order to ensure social distancing when entering and exiting school, we have placed one-way walking systems around our site, which we need you to follow when bringing and collecting your children. We have also staggered the start and finish times of our groups (as well as break times) so that we do not have large numbers of people on/around our school site at one time. **An email will follow this letter shortly** to outline your designated bubble time, room, and how we expect you to enter and exit the site.

We understand that this is a very difficult time for yourselves and your children. We hope to make them feel as comfortable as possible in school and we aim to make their days positive and pleasant. If you have any further questions about the key worker service, please do not hesitate to contact us on the email address above.

Finally, we would like to thank you for the role you are currently undertaking during this strange and difficult time. We feel honoured to be able to support our key worker families so that you can continue to support our nation in moving towards a brighter future.

Yours sincerely
Mrs Arnold
Headteacher