

Dear Parents/Carers,

We are very much looking forward to welcoming pupils of Classes 5, 9 and 10 back into Elmfield School and its beautiful grounds. I am writing as promised with final details for your children's attendance from Monday 29<sup>th</sup> June 2020 and beyond.

If after reading this letter you have any further questions, please contact us via [attendance@elmfield.com](mailto:attendance@elmfield.com) and we will do our best to answer them. You may also find the following government publication useful:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

### **Curriculum and Google Classroom:**

Alongside the Recovery Waldorf Curriculum, we will be continuing to set work on Google Classroom throughout this period as before. If your child is attending full time they should print out and bring their online assignments with them to work on in school. Please tell us if you do not have access to a printer so that we can print off the work for your child.

### **Risk Assessment:**

Our detailed risk assessment has been posted on our website in the dedicated Covid-19 area. Please read this carefully and email [attendance@elmfield.com](mailto:attendance@elmfield.com) to confirm that you have read and understood the risk assessment and our expectations. **This must be done before bringing your child(ren) to school. We will be using our best endeavours to ensure that our risk assessment is adhered to at all times and trust that you will play your part in this as well.**

### **Social Distancing:**

We recognise that younger children will find it hard to understand the 2m social distancing rule but for older children who are able to understand we will gently remind them in an age-appropriate way. Please support us in maintaining this important measure.

### **Your Child's Health:**

If there have been any changes in your child's health since you completed the health questionnaire in September, or you have any current concerns, please let us know immediately via [attendance@elmfield.com](mailto:attendance@elmfield.com)

### **Bubbles:**

Current bubble details and members of staff are given below, but please note that these details are still subject to change. The bubbles will be kept separate through having a dedicated indoor space and separate toilets, as far as this is possible. In addition, they have each been allocated an outdoor space for their use.

### **Class 5 Bubble**

Staff: Gertraud Soukup in the morning  
Cate Young in the afternoon  
Location: Class 6 Classroom

### **Class 9 Arrangements**

We already have one bubble and will be creating another. We will tell you which students are in each bubble as soon as possible. We ask for your understanding regarding this and note that we are not able to guarantee that friends will be placed in the same bubble.

#### **Class 9 Bubble A**

Staff: Emma Mercer-Carter in the morning  
Sue Dutton in the afternoon  
Location: Class 9 Classroom

#### **Class 9 Bubble B**

Staff: Kelly Underwood in the morning  
Richard White in the afternoon  
Location: Class 10 Classroom

#### **Class 10 Bubble**

Staff: Amy Malkin in the morning  
Nigel Lumsden in the afternoon  
Location: School Hall

#### **Practicalities:**

School drop off and pick up:

- ✓ Please avoid using public transport to get to school if this is at all possible.
- ✓ You should plan to arrive outside school between 8:30 and 8:45am.
- ✓ We ask you to queue considerately on the pavement, observing the 2m rule, with only one adult per family.
- ✓ Please queue by the wall at the pedestrian entrance closest to Gainsborough Hill (next to the car 'IN' gate). There will be a one-way system in operation as you enter the gate. You will be met by a member of staff who will register your child and direct him/her to the appropriate bubble leader who will be standing on the front lawn. You should then exit via the other pedestrian gate (next to the car 'OUT' gate).
- ✓ Please collect your child in the same way from the same location at the end of the day (3:15pm).
- ✓ Please make every effort to be on time. If you are late you will need to buzz at one of the main gates and wait to be admitted by a member of staff.
- ✓ You will also need to buzz at one of the main gates if you are collecting or dropping off your child part-way through the day.
- ✓ Students in Classes 9 and 10 may arrive at school unaccompanied by an adult but they will need to adhere to the instructions above.

### **What to bring to school:**

- ✓ All pupils should bring with them enough food for the day (i.e. a morning snack and lunch) in a wipeable lunchbox, including cutlery if needed, and a water bottle. No food will be provided by the school. We cannot allow sharing of food or drink and we would ask you to explain this to your child in advance. Please ensure that all lunch boxes and water bottles are clearly labelled and washed daily at home.
- ✓ A suitable coat for outdoor play/activities.
- ✓ Simple indoor shoes – this is relevant to Class 5 pupils only.
- ✓ Pencils and pens in an easy to clean container/pencil case. This will be wiped down at the end of the day and will then stay at school. All other equipment will be provided.
- ✓ A small packet of tissues for their own use.
- ✓ Pupils must not bring excessive clothing, comforters, blankets, toys or any other equipment to school.
- ✓ We would ask that any bag brought into school to carry equipment should be as small as possible and washable/wipeable.
- ✓ To prevent cross-contamination, pupils should not bring bikes or scooters onto the school premises during this period.

### **What to wear:**

- ✓ Pupils must wear a clean set of clothing each day. While this may seem excessive it is an important measure in minimising the spread of the virus, and parents are asked to take this very seriously. Gym kit or sports trousers may be used if this helps, even though this is not normally allowed.
- ✓ Gym kit will not be required but pupils should wear clothes suitable for movement and outdoor activities.

### **Hygiene/Infection control:**

- ✓ Pupils will be taught the correct handwashing technique at school. Please ensure this is practised and backed up at home.
- ✓ Pupils will also be reminded to practise good respiratory hygiene. Again, please mirror this at home. Doors and windows will be kept open as far as possible to maintain good air flow.
- ✓ The school will be cleaned during the day and again after school.
- ✓ Bubble leaders will ensure that classrooms/indoors spaces are cleaned in the middle of the day, and that any equipment used is wiped down at the end of the day.
- ✓ In general staff will not be wearing PPE but to protect the health of staff there will be some instances where the use of PPE is required.
- ✓ The school shop will remain closed at the present time.
- ✓ As per government guidance there will be limited equipment and few or no soft toys and soft furnishings.
- ✓ Government guidance will be followed in the event of a suspected Covid outbreak.
- ✓ Facemasks or any other form of PPE must not be worn by children in school. PPE worn on the way to school must be removed at the school gates and stored in the pupil's bag.

**Mobile phones/Laptops:**

- ✓ Class 5 pupils should not bring mobile phones into school.
- ✓ Upper School pupils may bring their mobile phones and a pair of headphones or earphones to school to enable them to work on their musical assignments, but these must stay in their possession and not be lent to anyone else.
- ✓ Laptops should only be brought in by children for whom it is their normal way of working when in school.

**How to contact the school:**

- ✓ You should phone Reception or use email in the usual way. Parents will not be admitted into the school buildings (unless they are members of staff), therefore any meetings will be held on Zoom. Face to face appointments will be reserved for essential cases only.
- ✓ If you need to hand anything into Reception please post this through the Reception letterbox at drop-off or pick-up time, rather than entering the building.

**Policies:**

Our usual policies still apply but should be read in conjunction with a new policy document which lays out any changes made due to Covid-19. This is available on our website. Any actions which put others at increased risk of infection will be taken very seriously and could result in your child(ren)'s temporary or permanent exclusion from the school.

This may all seem rather daunting, but I am also aware that teachers are enthusiastically preparing for the arrival of your children. We are all very much looking forward to having them back in school on Monday.

With all best wishes,

**Diana Ball**  
**Interim Education Lead**