

**Leverton Primary School**  
**Honey Lane**  
**Waltham Abbey**  
**Essex**  
**EN9 3BE**



Tel: 01992 715885  
Fax: 01992 651669

www.leverton.essex.sch.uk  
admin@leverton.essex.sch.uk

28 May 2020

Dear Parents and Carers of all children in Nursery, Reception, Year 1 and Year 6,

I would like to thank all the parents and carers who have supported the school during this difficult time. We are looking forward to seeing some of you as we begin the process of opening to more pupils. I understand that you may feel anxious about this but below you will find more information about how the school is to be organised.

I am looking forward to seeing children back on Tuesday; thank you if you have already replied to say that your child will be returning after half term. If you have not yet told us that your child is returning, you will now need to give us one week's notice before your child may attend school. Do not turn up on Tuesday because we need to prepare.

Here are some of the finer details that you will need to read carefully and to discuss with your child before they return:

**Bubbles:** As I said before, we will have a maximum of 15 children in a bubble with their own adults. They will need to be very alert to staying socially distant from those not in their bubble around school. Neither adults nor children will go into any other bubbles to avoid cross contamination of bubbles. There will be no discussion as to which bubbles the children go in because they will all be kept safe wherever they are and I cannot promise they will be with their own teacher or best friends. We have not yet allocated all the children to bubbles and will not be able to do so until we are back.

**Moving around school:** There is a one-way system around the school (arrows are on the ground) and adults as well as children will follow this at all times. This is for their own safety.

**Hours:** There will be staggered start and end times for the children.

	Start	Where	Leave	Where
Nursery	9:00	Main school door	3:00	Main school door
Reception	9:00	KS1 hall doors	3:00	KS1 hall doors
Year 1	9:15	KS1 hall doors	3:15	KS1 hall doors
Key Worker Children	8:45	Main school door	3:15	Main school door
Y6 Mottram	8:45	Classroom outside door	3:15	Classroom outside door
Y6 Davey	8:45	KS2 front gate	3:15	KS2 front gate
Y6 Campbell	8:45	Classroom outside door	3:15	Classroom outside door



*Learning and Achieving; today, tomorrow, for life!*



Year 6 has been split into 3 bubbles and the children will be told on the first morning which bubble they are in.

**Children coming into school:** The government states that only one adult should come with your child to take them into school and to queue, socially distanced. We ask that you adhere to this so that the queue to hand your child over to us is not endangering others. You will see where to stand outside the area your child goes in and we must have a one-way system for you to enter and exit the school grounds. You cannot gather at gates or entrances unless at the times you are dropping off or picking up but please always follow social distancing rules.

All gates will be closed so the only entrance to school is through the front of the school.

Siblings: may arrive at the same time as the child who starts school earliest. E.g. A nursery child will arrive at the same time as their y6 sister but must come in through the front door, so they don't break a bubble.

Children will not use the pegs in the corridor as they can be brushed past too easily so children should either give their coats to parents or put them on the back of their chairs.

**School Bags and Water bottles:** Children should not bring in any bags, apart from lunch bags. All stationery will be provided by the school. Year 6 pupils, however, will be able to bring in their own colouring pencils, but these will have to stay in school for the remainder of the term. Children must bring in water every day as the water fountains have to remain off limits. If you have forgotten a water bottle or packed lunch, there will be a box to drop off at the front office; please make sure you have named it and put the year group on too.

**Toilets:** These will be cleaned at extra times during the day and toilets allocated to bubbles and genders.

**Behaviour:** There are temporary changes in the behaviour policy and this is attached. The changes are for the safety of your children. In an emergency, where a child deliberately endangers anyone's safety, e.g. by spitting or coughing in someone's face, that child will be sent home immediately.

**Lunches:** The kitchen will be providing cold lunches if you wish or you can provide a packed lunch. This is the menu for the first week:

Tuesday	Wednesday	Thursday	Friday
Egg Mayonnaise Sandwich	Tuna Mayonnaise Baguette	Ham Sandwich	Tuna Mayonnaise Bap
Cheese Sandwich	Cheese Baguette	Cheese Sandwich	Cheese Bap
Chocolate Brownie & Fruit Yoghurt	Cinnamon Oaty Cookie & Fruit Yoghurt	Lemon Drizzle Cake & Fruit Yoghurt	Chocolate Cookie & Fruit Yoghurt
Cucumber Or Carrot Sticks Apple Or Satsuma			

**Clubs:** No pre or after school clubs will happen.



*Learning and Achieving; today, tomorrow, for life!*



**Home Learning:** Whilst your child is in school, they do not have to do any of the set home learning.

**Sickness:** If your child has COVID symptoms or non-COVID symptoms, they must not come to school. You must request a test and inform school immediately of its results. If it is negative, you wait until they feel better. If it's positive, you must inform us as the whole bubble must stay off school and self-isolate for 14 days. Your child's bubble will only be informed by us if your child has had a positive COVID result and the whole bubble will go home to isolate.

Children over 5 (guidelines do change) are eligible to be tested for the virus if they have symptoms and should be tested where possible. <https://www.nhs.uk/conditions/coronavirus-COVID-19/> If, during the day, your child becomes unwell, they will be looked after, not left alone and you will be asked to pick them up immediately.

PLEASE NOTE THAT, AS PER GOVERNMENT GUIDELINES, WE WILL ONLY INFORM YOU IF THERE HAS BEEN A POSITIVE COVID-19 VIRUS RESULT.

**Clothing for children:** Children should wear freshly laundered items (apart from footwear) every day as the virus can remain on clothing. If a child has not changed, we will politely remind you. They should wear trainers each day as they will not be changing for PE (we are following government advice).

**Communicating with us:** Communicating with us should only be via telephone or email. We would ask that parents and carers do not visit the office. There will be a box outside the main office door for you to leave any 'forgotten' items and these will be passed to the children (please ensure the items are named). Any message for the class teacher will be passed on to them immediately – we do understand that you may have anxieties and we respect that, but we must get the children into school safely and quickly. This is all new to us. We understand that you will have questions but please allow the adults who are collecting your child to take them into school and any information you need to be given to the teachers will get to them as quickly as possible.

Please contact us at [adminassistant@leverton.essex.sch.uk](mailto:adminassistant@leverton.essex.sch.uk) if you have any queries and please ensure we have your most up to date email and mobile phone number.

Best wishes,



*Learning and Achieving; today, tomorrow, for life!*

