

Dear Trotwood parents and carers,

Further to the email that we sent on 15<sup>th</sup> May, we are writing with the practical details of how we plan to re-open the school to Nursery and Reception children from 1<sup>st</sup> June. This plan is subject to the ever-changing picture and the advice from the government.

Trotwood children will be in groups of no more than 15 children.

Group 1 will be based in Trotwood with Mrs Harris, Ms Gordon and Ms Jahan  
Group 2 (if needed) will be based in Tiny Tim with Ms Wright and Ms DeVroege

#### Routines for morning drop-off and afternoon collection

- Children should be dropped off at 9am at the **Tiny Tim gate** (see map).
- Parents should observe social distancing while queuing outside the gate before drop-off.
- Children should be collected at 3pm at the **Tiny Tim gate**. Staff will bring the children out one-by-one to the adults queuing.

**Please help us to minimise mixing of different groups by dropping your child off and collecting them at the correct times.**

#### Play times and lunchtimes

- Each learning group will have fixed play times and lunchtimes to ensure that they do not mix with any other group of children.
- Trotwood and Tiny Tim will play in the outdoors Nursery area
- Packed lunches will be provided by school. A member of lunchtime staff will deliver the packed lunches to the classrooms, where children will eat their meals.
- Each learning group will have a designated member of lunchtime staff who will stay with them for the lunch hour.
- Children may bring in their own packed lunches but these must be in disposable bags that can be thrown away immediately after lunch.

#### Hand-washing

- All children will wash their hands on entry to school, after using the toilet, after any playtimes, before lunch and before home time. If they need to wash their hands more than this, that will of course be possible.

**Please help us by practising hand-washing with your children and reminding them of the school expectations**

#### Toilets

- Each group will be allocated their own toilet, which will be marked with the colour of their learning group.
- Group 1 will use the toilets in Trotwood
- Group 2 (if needed) will use the toilets in Tiny Tim
- Toilets will be cleaned after every play time and lunchtime and additionally throughout the day.

**In the classrooms: learning**

- Children will follow the lessons on the virtual school, which will continue for all year groups.

**What other safety measures have you put in place? *Please see the email from 15<sup>th</sup> May. In addition:***

- One-way staircases
- We have a designated medical room on the ground floor which will be used to care for and isolate anyone showing symptoms of COVID-19
- We have completed a detailed risk assessment for re-opening which is fully compliant with all government guidance
- We have shared plans with Southwark local authority
- We have carried out extensive staff training so that all adults are fully aware of all of our safety measures
- The school will not be open to any adults other than those working on site. This includes parents and carers. Please continue to communicate with us via email and phone.

**What else do we need from you?**

- Please ensure that your child is wearing school uniform
- Please ensure that long hair is tied back
- Where possible, clothes should be washed every day