

# FLITWICK LOWER SCHOOL

Temple Way, Flitwick, Bedford, MK45 1LU  
www.flitwick-lower-school.net  
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5<sup>th</sup> January 2021

Dear Parents and Carers of Children access Critical Frontline places

I am now able to confirm the arrangements for welcoming your children back to school tomorrow, Wednesday 6<sup>th</sup> January.

**Times of the school day will be staggered to ensure a smooth and distanced entry and exit from the school site.**

## DROP OFF/ PICK UP

	Foundation	Year 1	Year 2	Year 3	Year 4
Staff member	Miss Holyhead	Mrs Palmer	Mrs Tatford	Mrs Wallis	Miss Edwards
Allocated space	Dolphins class	Giant Pandas	Snow Leopards	Lions	Rhinos
Entry time	8.45am	8.50am	8.40am	8.50am	9am
Exit time	3.15pm	3.20pm	3.10pm	3.20pm	3.30pm

**Access to school: We have a one way system in place which you must abide by.**

- For safety reasons we will be using the **Temple Way entrance for all parents to enter school**
- Exits from the site are dependent on where you are dropping off your child. **Dunstable Road and Pipit Close gates are exit points only**
- Each area will be supervised by a member of staff to ensure that social distancing is maintained.
- To help with drop off and pick up, we would ask that **only one parent**/carer walks their child to and from school

Breakfast and After school club is only available as a necessity. Times for breakfast remain the same but after school will close at 4.30pm. Drop off and pick up points for them will be entrance at their external doors.

## Staffing:

There will be 2 members of staff for a maximum of 17 children in each group. This will be a consistent bubble and they will not be mixing with any other bubbles. They will be in a year group bubble that will be a mix of children from the same year group.

The teaching staff are working a 3 week rota with one teacher providing face to face teaching in school and the other keeping the remote learning up to date and recording sessions to support the child/ren at home. They will then change roles.

## Classroom:



Each child will have their own desk for their learning in class.

### **Outdoor space:**

The children will have a dedicated space and time on the playground which will be for their own bubble.

### **FACE MASKS**

All adults and children over 11 years old **MUST** wear a mask when on site.

**Uniform** will be worn but not on days when the children have PE (this will ensure that the uniform is regularly washed during the week). Children may need an extra layer as the windows and doors are open for ventilation.

**PE Kit** – on the days when children have PE they will be expected to come to school wearing PE kit and remain in it all day, i.e. Joggers, Sweatshirt, Trainers etc. These will be the same days as they have been during the autumn term.

**Coats** – will be kept on the back of chairs, where possible, to keep cloakroom areas clear and avoid unnecessary contact between children/adults.

**Classrooms** – children must have their **own pencil cases** and be responsible for their own equipment. They will only be allowed to bring a book bag into school. If they bring a different bag it will not be allowed and given back to you at the door as we have limited space available.

**Tables** – will be sanitised regularly and at the end of every day by the staff. Children will have specific seats. All tables will be front facing with 1 children to a desk with their tray in front of them.

**Water Bottles** – All children **MUST** bring a named water bottle and these will be kept in the designated space.

**Cleaning** will be increased further and staff will work within a set bubble only.

**Toilets** – we will maintain social distancing around the toilets: children will wait on the distance markers outside the toilets and will be supervised by staff. Depending on the size of the toilets, only 1 or 2 children will be allowed in the toilets at any one time, with the exception of Early Years, but this will need to be closely monitored. External doors will be left open, thus minimising cross contamination. These are cleaned after each group has used them.

**Lunchtimes** – will be staggered to ensure that social distancing is observed. Lunches will be eaten (hot and packed) in the dining hall. This is staggered by year group and classes are split in the hall, so they do not have contact with the other year group class.

**Packed Lunches** - If possible, these should be brought in a disposable bag which will be stored in the classroom. If a packed lunch box is brought this will also be stored in class.

### **Toilets:**

The children will use the toilets closest to their class space and these will be thoroughly cleaned at the various points throughout the day

**Illness** – if anyone is suspected of being ill, particularly with coughs, colds etc., it is recommended that they are sent home. Extra vigilance is essential if we think someone is displaying Covid-19 symptoms and anyone with these symptoms will be isolated in the medical room and sent home as soon as possible.

If your child is not well in the morning, please do not send them into school.

### **We need you to:**

- Prepare your child for returning to school by:
- Talking to them about the teachers they will have in their class.
- Explain that the rules about social distancing in school and how the school day will run
- Drop off and pick up your children up on time.
- Observe social distancing guidelines and the one way system in place.



- Send your child in with a named water bottle which will be kept on their table .
- Add an extra layer as the windows will be open to ensure ventilation and they get a little chilly.
- Send your child in with their own equipment and pencil cases.
- Keeping them at home if they are not well.

I would like to reiterate, this is a time when the decisions taken will be done jointly and you will have the right to keep your child at home without penalty, if you choose.

Finally, we will do everything we can to provide a safe and enjoyable space for your children to reconnect with Flitwick Lower and in the meantime, if you have any more questions, please do get in touch on the school email [flitwicklower@gmail.com](mailto:flitwicklower@gmail.com)

Kind regards

Mrs New  
Head Teacher

David Blair  
Chair of Governors

