

**Mayville Primary School**  
Interim Headteacher: Ms B Komorowska

Lincoln Street  
Leytonstone  
London  
E11 4PZ

T: 020 8539 5907  
F: 020 8539 0433  
E : school@mayville.waltham.sch.uk



4 September 2020

Dear Parents and Carers

### Arrangements for September 2020

As we begin our new school year in what continues to be unusual times, I would like to welcome all of you and your children back to school after the summer break. To those of you who did not return to school in the summer term, it is particularly good to have you back with us.

We appreciate that there continues to be some anxiety regarding children returning to school but I can assure you that we are committed to providing a safe, nurturing environment for our children to learn.

With the beginning of a new school year, I would like to extend a very warm welcome to the children and families who will be joining our school in Nursery and Reception next week and in the weeks to come. This is a memorable occasion for the children and I hope that they and their families will be very happy at Mayville Primary school.

This year we will continue with the bubbles but with more children returning to school they will be in Year Group Learning Bubbles. The children will remain in their year groups throughout the school day and contact with others will be limited as far as possible.

Playtimes will be staggered in year groups to reduce the risk of contact with others. We will continue with our staggered start and finish times to ensure that congestion at the school gates is limited school.



## Drop off and Pick up Times

To maintain the bubbles as consistently as possible, we will be asking parents and carers to continue supporting staggered drop off and pick -ups.

Only one parent or carer at a time should bring children to school. The class teacher/LSA will welcome them at their allocated school gate. Parents are asked not to enter the school grounds. We are asking parents not to congregate at the school gates – please allow your child to enter the school grounds and then make your way quickly away from the school. Staff will send children to parents at the end of the school day. This may take longer than usual – we ask that you are patient with us.

For children in Years 1 to 6 with siblings also in Years 1 to 6, they are welcome to arrive at the same time as the first child's drop off time (the **earliest time**). They will be able to go straight to the hall where an adult will meet them, and they will be looked after with children in their Year group bubble. At the end of the day, if your children are in Year 1 to 6 and finish at different times, you may pick them both up at the **latest** finish time, as the sibling with the earlier finish can be looked after in their Year group bubble. Unfortunately, this facility will not be available to children in Reception and Nursery.

In helping this to work, we need your support in four areas:

1. Please stick to your year group time for drop off- children arriving early or late may mean that there are more people on the playground than planned for.
2. Please do not stop to chat, either with other parents or teaching staff; a quick egress is required both at the start and end of the day.
3. Where possible, only one adult should be at the gate to drop off and pick up children.
4. Please avoid not coming to the school's reception unless you have been call or have made an appointment.

	Nursery*	Rec	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
Start	9.00am	9.15am	9.00am	8.45am	9.00am	8.45am	8.30am	8.30am
Finish	3.30pm	3.15pm	3.30pm	3.15pm	3.30pm	3.15pm	3.00pm	3.00pm

*\*Nursery am 9-12pm pm 12.30-3.30pm*

We know that this distancing raises challenges in facilitating teacher parent communication. If you have an urgent message you wish to share with the class teacher, please email or contact the school office. The teacher will try to get back to you as soon as they can.

In arranging the amended timetable for pickups and drop offs, we have made sure that every child will receive their minimum curriculum entitlement.

## Break times and Lunch

Break times will be staggered so each year group bubble has a large part of the playground exclusively; allowing them to be separated from other year group bubbles.

Lunchtimes will be staggered to allow for cleaning of the halls between separate year group sittings. Logistically, this is the most challenging part of the day and means that we have had to make some significant adaptations to our previous lunchtime routine. Between every sitting, lunch staff will be required to clean counters, tables and chairs. Every child will be able to have a hot lunch, but as every year needs to be sat separately, sitting times will be reduced accordingly to allow for a quicker turnaround.

## Attendance

The government has made it clear that they expect every school age child to return to full time education from the start of the autumn term. From the 7 September the school will return to its usual absence and attendance procedures. While we understand that some parents may still be nervous about sending their children back at this point, we must follow government guidance and so the school will actively seek to ascertain reasons for non-attendance of school in accordance with the school's absence procedures. Please resume notifying the school of any absence your child may have by calling the school's absence line on 0208 539 5907, selecting option 1, and leaving a message. It is especially important that this is done promptly if your child is displaying any COVID 19 symptoms.

***“This means from that point, the usual rules on school attendance will apply, including: parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools’ responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.”***

**Guidance for Full opening of Schools- July 2nd- Department of Education**

## After School and Breakfast Club

On our initial return in September both after school and breakfast clubs will not be open until at least September 21st. It will be a huge challenge to organise after school care while also maintaining the integrity of the year group bubbles and this will need additional



planning. Parents should factor this in to their pick up and drop off arrangements throughout September.

### **Water bottles**

The school drinking fountains will continue to be out of use so children should continue to bring in a labelled water bottle every day.

### **Uniform**

On return in September, all children will be expected to wear the correct full school uniform.

### **PE**

On the day that your child has PE, we ask that they wear their PE kit into school, and remain in it that day. As PE will be outside, they should have tracksuit bottoms, as well as plimsolls or trainers.

### **Questions for staff**

All school staff will not be able to engage in long conversations on the school playground as we have to make entry and exit procedures as smooth and swift as possible, please contact the school office by email or call if you have any concerns or queries.

### **Precautions**

Parents and carers have a responsibility to help prevent the spread of coronavirus, for example, by:

- Helping children and young people to carry out frequent and thorough hand washing at home
- Ensuring social distancing at the school gates and when travelling to drop off and pick up children
- Walking, cycling or riding a scooter to school if possible and avoiding public transport.

Parents/carers are also advised that they will need to be ready and willing to:

- Book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).

## Google Classroom

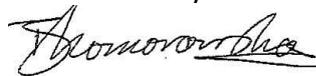
Since its first use before the last half-term break, it has been wonderful to see many children adapting so well to this new form of learning. From the end of this week, teachers will not be setting lessons on line for home learning as the expectation is that all children will return to school from September. Google classroom will be set up for the children's new classes over the summer break. In the event that a child needs to self-isolate or a bubble is advised to isolate due to an outbreak, teachers will provide home learning on this platform. We also aim to use Google classroom for setting homework in English, mathematics and science.

## Transition

To aid transition we have uploaded, 'Welcome to your new class videos' on our school's website:

<https://www.mayville.waltham.sch.uk/page/?title=Year+Groups&pid=306>

Yours sincerely



Ms B. Komorowska  
Interim Headteacher



## SCHOOL RE-OPENING SEPTEMBER 2020

### KEY POINTS

#### The school will adopt Public Health England's Essential Measures

- Anyone who is ill will stay at home
- The school will implement robust hand and respiratory hygiene
- The school will have enhanced cleaning arrangements
- Staff and parents should be willing to engage with the NHS Test and Trace process getting tested, and informing the school.

#### Pick up and Drop off times

	Nursery*	Rec	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
<b>Start</b>	9.00am	9.15am	9.00am	8.45am	9.00am	8.45am	8.30am	8.30am
<b>Finish</b>	3.30pm	3.15pm	3.30pm	3.15pm	3.30pm	3.15pm	3.00pm	3.00pm

- All children should return to school
- Normal attendance procedures are reinstated
- Children will be taught in year group bubbles of up to 60 children and will not mix with children in other year groups
- Social distancing will be actively promoted but not always possible within bubbles
- After school clubs and breakfast clubs will not operate during September
- Pupils will go straight to their classes every morning after sanitising their hands
- Children should bring their own water bottle to school every day
- Children should wear their PE kits to school on the day they do PE (jogging bottoms rather than shorts)
- Any children wearing a face mask to school should remove it on arrival and place it in a sealed plastic bag to go inside their school bag
- Children should come to school in full school uniform
- Parents will not be permitted to enter the school building without a prior appointment
- Parents should stay between the yellow dotted lines during pick up and drop off and follow the one-way system
- Parents should ensure that their child arrives at their drop off time, not before or after
- Any medicines should be sent into the school on the first day back and handed to the class teacher or teaching assistant

- Scooters and bikes can be stored on-site from September but children will need to take them to the bike sheds independently
- All children will have the option of a hot lunch from the school kitchen.





**1. Entrance Sign Needed for Nursery and Reception**  
**LINCOLN ST ENTRANCE (OPPOSITE EPICENTRE)**  
**E11 4PZ**  
**PEDESTRIAN GATE (from inside school)**  
**Nursery & Reception Entrance**  
**Nursery pupils arriving @ 10:30am**  
**Reception pupils arriving @ 10am**  
**Reception and Nursery pupils to be dropped at this gate and met by a member of staff as social distancing is not possible here**



**5. Social distance markers from this gate to gate on picture number 4**



**2. LINCOLN ST ENTRANCE (OPPOSITE EPICENTRE)**  
**E11 4PZ**  
**PEDESTRIAN GATE (from outside school)**  
**Nursery & Reception Entrance**  
**Please can we have social distancing marked here**



**6. Mayville Rd (off of Leytonstone High Rd)**  
**E11 4PJ**  
**Year 4, 5 and 6 Entrance and Exit**  
**A sign is needed for this gate**



**3. LINCOLN ST ENTRANCE (OPPOSITE EPICENTRE)**  
**PEDESTRIAN GATE (from outside school)**  
**Looking towards Lincoln Street**  
**This is where Social Distancing needs to be marked**



**7. Social distance marking for those entering in number 6**



**4. Mayville Road Entrance Near Pitch (parallel to Lincoln St)**  
**E11 4PH**  
**Years 1, 2 and 3 Entrance, parents to enter through pedestrian gate and leave through vehicle gate.**  
**Social distance markers needed here**

