

**Headmaster: Mr Alan Whelpdale BA, PGCE, NPQH**

Dear Parents

I hope that you and your loved ones are well. Twelve weeks after we had to close our school, I can explain in more detail our plans for reopening the Junior Department from 15 June. Our plans follow the Government guidance for reopening as a minimum – here is a link to the [information for parents on the reopening of schools](#).

However, I would like to share with you exactly what this will look like at Leicester High School, so that you are clearly informed about how we would care for your daughter and the measures we are taking to minimise the risk to your daughter.

### **Groups – we will minimise risk by limiting the number of children in contact with your daughter**

In the Junior Department, we have been open for pupils in EYFS and Y1 from 1 June, and will reopen for pupils in Y2-Y5 from 15 June. The girls will spend the school day in a fixed group of no more than 15: EYFS, Y1, Y2, Y3, Y4, and Y5. The girls in this group will stay together all day and will not mix with the girls in other groups during the School day.

Therefore, during the School day, your daughter will be in contact with up to 14 other children, who will be kept separate from other groups.

### **Staffing - we will minimise risk by limiting the number of adults in contact with your daughter**

Each group will spend the day mainly with their class teacher. They will be supervised by another member of staff during break times, to allow the class teacher a break too. Miss Williams will teach a group for some time during the school day, but on different days to avoid cross contamination.

Therefore, for four days of the week, your daughter will be in contact with one adult inside and two adults outside, and for one day of the week, your daughter will be in contact with two adults inside and two adults outside.

### **Rooms – we will minimise risk by limiting how many rooms your daughter will use**

Each group will spend the day mainly in their classroom. We have removed soft furnishings, to ease cleaning, and additional furniture, to increase space. In their classrooms, the children will have their own separate desk. Each group will have the use of the ICT Suite on a different day of the week.

### **Toilets – we will minimise risk by supervising the use of toilets**

Groups will only be allowed to use certain bathrooms in school.

- EYFS EYFS toilets
- Y1-2 upstairs bathroom
- Y3-5 changing room

The class teacher will take the group to use the toilets and have supervised handwashing at different times to avoid cross contamination. If a pupil needs to use the bathroom at another time, they will be accompanied by a member of staff, to ensure that there is no contact with other people and to ensure supervised handwashing.



### **Arrival – we will minimise risk by limiting contact with other people**

There will be no Before School Care. All parents are asked to use the drop off service at staggered arrival times:

EYFS 8:00 - 8:15am  
Y1-2 8:15 - 8:30am  
Y3-5 8:30 – 8:45am

Please ensure that your daughter has her bags with her and is ready to get out of the car. I, together with Miss Williams or a member of the School Leadership Team, will open the car door to enable your daughter to get out safely. The staff will sanitise their hands between touching each car.

Your daughter will go straight inside. Y2 girls will have supervised hand washing in the changing room and Y1, Y3, Y4 and Y5 will have supervised hand washing in their classrooms.

### **Distancing – we will minimise risk by seating arrangements and education**

When working in a classroom, the girls will be seated at separate desks. However, in line with Government guidance [Government guidance](#), it is not expected that primary children will remain at 2m distances throughout the day. Children in each group will be allowed to play with each other: this will not be at a distance of 2m, although staff will remind them to give each other space.

### **Lessons – we will minimise risk by amending the timetable, the resources and the planned activities**

As explained earlier, we will be following a timetable, where your daughter is generally with her class teacher. The girls will generally stay seated at their desks during lessons and will not be sharing resources. If individual learning resources (e.g. clocks) are used, these will be washed after use, ready for another group. We will not be spending time on PE activities during these last few weeks to reduce physical contact. Y5 and Y4 will also not be playing their woodwind instruments in School for similar reasons.

### **Playtimes – we will minimise risk by limiting contact between pupils**

Every group will have a separate area to use at playtimes. EYFS play on the blue area of the Junior playground, Y1 play on the green area of the Junior playground. Y2-5 will be able to play on the tennis courts; each group having a designated half of a court, separated by a tennis net. The girls will be allowed to play with their designated selection of play equipment within their group. When they go inside, the girls will have supervised hand washing.

### **Eating – we will minimise risk by good hygiene measures and bringing your own food**

Please provide your daughter with her fruit/vegetable snacks and her lunch in an insulated lunch bag, preferably with an ice-pack. PLEASE ENSURE THAT ALL ITEMS ARE NUT FREE. Before eating her snacks or lunch, the girls will have supervised hand washing and her desk will be sanitised. When eating the girls will be sat at desks, maintaining social distancing. After eating, the girls will have supervised hand washing.

### **The School Site – we will minimise risk by limiting the number of staff on site.**

On 15 June, we are also open for Y6, who are always in our Senior School building. A limited number of Y10 and Y12 girls will also be in our Senior School. There will be the minimum number of staff on site to run the School.

### **Departure – we will minimise risk by limiting contact with other people**

At the end of the day, you are asked to drive on site to collect your daughter at the following different times, to avoid larger gatherings

EYFS 2:45 - 3:00pm  
Y1-2 3:00 - 3:15pm  
Y3-5 3:15 - 3:30pm

You are asked to remain in your car if possible. I, together with Miss Williams or a member of the School Leadership Team, will open the car door to enable your daughter to get in safely. The staff will sanitise their hands between touching each car.

You are responsible for ensuring that your daughter is in her car seat and has her seat belt on properly. If you need to get out of the car to do this, please park in the designated bays and walk to the Junior Department to escort your daughter to your car.

PLEASE DO NOT ARRIVE EARLY – IF YOU ARRIVE EARLY, YOU WILL BE ASKED TO EXIT AND ARRIVE AT THE CORRECT TIME TO PREVENT CROSS CONTAMINATION AND CONGESTION.

### **After School Care – we will minimise risk by limiting time spent in school**

There is no After School Care. We are continuing to provide supervision for key workers' children only until 5pm. If you are a key worker, your daughter can remain in School until 5pm. Please provide her with any snacks you think she may need until this time.

### **Cleaning – we will minimise risk by increasing our regime of daily cleaning**

Every classroom has been equipped with a cleaning kit: antibacterial spray, disposable cleaning roll, antibacterial wipes, hand sanitiser and tissues. This will enable the staff to clean desks regularly and to ensure good hygiene throughout the School day. The Premises Team will remove rubbish after lunch and clean touchpoints such as bannisters or door handles. The School cleaners are working additional hours every day to ensure that all rooms can be thoroughly cleaned.

### **Health – we will minimise risk by only admitting pupils who are well and by encouraging self-care**

Your daughter should only attend School if she is 100% well. Usually, we encourage you to send your daughter into school with a cold and we would medicate her during the day however, in these circumstances, we cannot take that risk. Please apply 24-hour high factor sun cream and administer any regular medication before School.

If your daughter needs a plaster for a minor injury, we will encourage her to apply it herself. Please be reassured that, if your daughter were to require assistance or First Aid, we will care for her as safely as possible. In this situation, staff may wear gloves or a face mask if such personal care puts either the pupil or staff member at risk.

### **Frequently Asked Questions**

#### **What happens if someone develops symptoms of Covid-19?**

If a pupil or member of staff were to develop symptoms during the School day, they would be taken immediately from the classroom. The pupil would isolate initially in the Junior Department medical room, the parents would be phoned to arrange collection and Nurse Emma would take her to isolate in the Senior School medical room. The member of staff would leave the site immediately.

Any pupil, their family and the members of staff would be eligible for coronavirus testing if they displayed symptoms. A negative result would allow the pupil to return. A positive result would mean that the group has to stay at home and then self-isolate for 14 days.

#### **What should my daughter wear?**

Your daughter should wear her school uniform, ideally her summer dress, white socks and jumper. We are avoiding the use of coats, unless it is raining. If you do not have a summer dress, your daughter could continue to wear her winter uniform, or you could contact the School as we have a good stock of second hand uniform. If your daughter's school shoes no longer fit her, please send her in her trainers or another pair of sensible shoes. We do not wish you to buy additional uniform at this time.

#### **What will my daughter need to bring?**

Your daughter will need to bring her school bag with her water bottle, snacks and packed lunch, ideally in an insulated bag with an ice pack. If possible, we ask you to provide her with a pencil case of appropriate stationary to keep in School, to ensure she uses her own items. We will provide stationary if this is not possible. During this time, we will not be sending reading books home, but your daughter will read in School.

## Will School be scary for my daughter?



We recognise that your daughter may feel both excited and nervous about coming to School after such a long time away, especially in circumstances that are hard for a young child to understand. We have ensured that the School looks as close to normal as we can, so that it is familiar and welcoming. I have included photographs of the Y2-5 classrooms after an initial set up today, so that you can see that even with socially distanced desks, a classroom can still seem normal. In fact, in Y3-5 the classroom desks are often arranged like this, so the rooms will not appear different.

### **I am not able to send my daughter to School – what will happen then?**

It is entirely your choice whether to send your daughter back to school for the remaining 18 days of the School year. Every family has different circumstances and we understand that you might not want your daughter to return to School yet. All I would like to do is share with you what we are offering and give you a choice.

Please inform us of your decision so that we can complete our daily registers – it would greatly help the staff to know by Friday 12 June, so that they can plan accordingly. The class teachers will provide activities and resources, so that you can mirror the learning at home. However, the class teachers will not be available during the School day to answer questions and assist your daughter.

### **How is Leicester High School able to open when many local schools are not opening even for YR, Y1 and Y6 still?**

We always maintain small class sizes, so a limit of 15 pupils in each class is no problem to us. As a 3-18 school, we also have access to facilities and staff from the wider school community, to enable us to implement additional control measures, such as separate play areas.

### **What are you opening Leicester High School for the last few weeks of the year?**

I think we can all agree that the global pandemic has placed everyone in a situation that is unprecedented and difficult to comprehend for us, as adults. We can't imagine what it is like for children and it is especially hard to predict what the consequences will be for them.

We have already seen the benefits for our EYFS-Y1 girls during their first week back in School and we wish to extend this opportunity to all the girls in our Junior Department. Waiting until September to open would prevent some girls from attending school for six months and that can make returning even more difficult. As teachers, we believe that nothing can replace human interaction when learning. Opening our school will enable the teachers to catch up with the girls' progress, get the girls back into a school regime and, like a springboard, give the girls a boost before the Summer holidays.

I hope this provides you with some useful information to help you consider your daughter's return to Leicester High School. To help us with our plans, we would appreciate it if you could let us know by Friday 12 June, whether your daughter will be attending School next week.

Please feel free to email me any questions you may have.

I hope to see you soon,

Yours sincerely

**Mrs S Davies**  
**Head of the Junior Department**