



Knightsridge Primary School and Early Years Centre

Head Teacher: Mrs Allison Kennedy



Davidson Way
Knightsridge
Livingston
EH54 8HG
KPS: 01506 434012

Cameron Way
Knightsridge
Livingston
EH54 8HE
EYC: 01506 444970

7th August 2020

Dear Parent/Carer,

I hope you have had a good summer and you and your family are well. We are delighted to be welcoming our children back to nursery next week and are looking forward to seeing them all again. I appreciate that this is a time of uncertainty for all, however I want to reassure you that my staff and I are working tirelessly to prepare the EYC for the safe return of all our children.

I have provided a summary below regarding some of the key information for Parents/Carers as you begin to prepare your children for nursery starting. I will be sending a one page summary and a map showing your child's entry/exit point next week.

Return Dates and Learning at Home Arrangements

As West Lothian Council have already shared, re-entry to nursery will take place in a phased manner in order to ensure that there is a smooth restart to the nursery year for all of our children. The return to nursery arrangements are as follows:

Date	Who school come to school?
Wednesday, 12 th August	All children who attend nursery on Wednesday should return for their full day, morning or afternoon session
Thursday, 13 th August	All children who attend nursery on Thursday should return for their full day, morning or afternoon session
Monday, 18 th August	All children return to nursery Monday - Thursday

Hand Hygiene

In nursery, we will be supporting our children to ensure they maintain excellent hand hygiene at all times. Children will wash their hands each time they enter/leave the building and before and after eating. We would be grateful if you would also ensure that children wash their hands before leaving home in the morning/afternoon. In addition, there will be a supply of tissues in around the playrooms.

Drop Off and Collection

West Lothian Council have advised that parents/carers should not enter the building unless absolutely necessary. However, until children have settled back parents/carers will be able to access designated areas both indoor and out to ensure a smooth transition for our children. We are keen to maintain clear and calm areas at drop off and collection times and it is essential that 2m physical distancing is maintained from other adults and from nursery staff at all times. There will be 2m markings on the areas as well as a 2m zone at each of the exit doors. ***This arrangement will be reviewed at the end of the week as it is very important that we ensure safety of all at all times.***



If you need to speak to your child's key worker, please contact the nursery office on 01506 444970 and they will arrange to telephone you at the end of the session/day. Please note that parent/carers/visitors must make an appointment to enter the EYC.

Please see this table indicating where you should drop off and pick up your children. There will be members of staff at these areas to help and support you. If you are unsure which group your child is in this information will be communicated to you via your child's Learner's Journal on Tuesday.

Children's Groups	Where To Drop Off And Pick Up
Purple and Orange Group	The front door of the EYC
Blue and Yellow Group	The gate into the nursery garden in the school playground
Green and Red Group	The gate opposite the indoor/outdoor area on the path next to the play park

Bags and Belongings

Children should bring a bag with a change of clothing to nursery with them daily. It would be helpful to have a pair of wellington boots in the bag in case of wet weather. Children will not need to change shoes on entry to the building.

Snack and Lunchtimes

The children will be offered a mid-morning/afternoon snack and drink of water or milk. This will be served to them by a member of staff.

Children who are/become unwell with COVID-19 symptoms

If your child is displaying any of COVID-19 symptoms (<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>), **please do not send them to nursery**. In this situation, please access nhsinform.scot where there is a link to the test and protect service.

If your child becomes unwell in nursery and is displaying any of the COVID-19 symptoms, they will immediately be taken to a safe area to keep them safe and comfortable and to limit their contact with others. We will contact you promptly to collect your child and will provide you with information about the test and protect service. Parents/Carers should follow the advice of test and protect/NHS and inform the nursery of any important information or positive testing as soon as possible either by telephone during school hours (01506 444970, phones are manned between 8am and 4pm) or by email to the following address (wlknightsridge-ps@westlothian.org.uk).

If you have any further information which you require before nursery staff return on 11th August, please email the mailbox wlknightsridge-ps@westlothian.org.uk or alternatively call 01506 444970. Please note, the nursery is closed until the 11th August and the phone will not be answered until then therefore it is best to contact us by email. We will continue to provide any updates as these become apparent.

We are very grateful to you for your patience and understanding in receiving this information. Please be assured that the safety and happiness of our children is of the utmost importance and it has been important to take this time to consider every aspect of the nursery day and the ways in which we can make these as safe and reassuring as possible for the children and yourselves.

Yours sincerely,

Allison Kennedy



Allison Kennedy
Head Teacher

