



# Bellsquarry Primary School

**“Learn, Believe and you will Succeed”**

Article 28: Children have the right to learn and to go to school

Our website: <https://bellsquarryprimary.westlothian.org.uk/>

Our blog: <https://blogs.glowscotland.org.uk/wl/bellsquarrypsblog/>



 @bellsquarryPS

## Welcome Back to Bellsquarry Primary ELC (nursery)



Dear Parents/Carers,

We are very excited to be welcoming our children and families back to our Bellsquarry School & ELC Community. As we mentioned in our previous communication, this document is designed to tell you about some of the changes in place to help keep our families safe.

A reminder:

**Tuesday 11<sup>th</sup> August** is an In Service Day for school and nursery staff - no pupils in school/nursery.

**Wednesday 12<sup>th</sup> August** – We look forward to beginning to welcome our pre school children (if they usually attend on a Wednesday). On Tuesday 11th August a member of nursery staff will call you to chat through your child's return to nursery and what you can expect. You will have a chance to chat through anything that has changed for your little one as well as adding any necessary information to his/her personal plan.

We know that some of our preschool children were due to start nursery during lockdown so our staff will talk you through our procedures and we will work with you to find the best way to help settle your little one into our establishment.

Our hours remain the same as before:

8:00—6pm for full day children

8:00—12:45 for AM children

1:15pm—6pm for PM children

There will be no children in nursery on Fridays.

Please read on to find out about the changes we have put in place in response to the Coronavirus guidance on reopening early learning and childcare services.

Kind regards, Mrs Louise Delargy, Acting Head Teacher

*Kindness   Caring   Friendship*

## Drop off & Collection Arrangements

We ask that parents do not congregate outside the nursery as parents must adhere to the 2m social distancing rule.

In order to reduce the amount of parents and children arriving together at drop off time, we ask that children arrive at the following times:

**AM and full day children between 8:00-9:00am**

**PM children between 12:45 and 1:45pm**

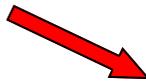
Pick up times will be between 11:45—12:45 for AM children

There are currently no specific pick up times set for PM or full day pick ups as these tend to be staggered under normal circumstances. We will continue to monitor these arrangements and communicate any changes if required.



### When you arrive...

When you arrive at the gate/ramp outside the building there will be floor markings. Please stop at the spot at the bottom of the ramp. You can then look up to the top of the ramp to see if another family is waiting on the two spots at the top.



Please allow the parent/carer at the top of the ramp to come completely down the ramp, stepping back to allow the 2m distance before you and your child make your way up the ramp.

A member of staff should be waiting at the door but if not, please use the hand gel provided and press the buzzer. Parents should not go past the cloakroom entrance and are currently unable to go into the nursery space. We will invite one family at a time to come forward.

Please bear with us as families, children and staff get used to the new routine—it may take a little longer than usual.

## Settling Children

At the beginning of the session we welcome many new children and this year we are also welcoming back children who have not been in a nursery building for 5 months.

All children respond differently to new experiences and to changes in their routine. Some will be thoroughly looking forward to it and will be more confident and others may require more support. Both are entirely natural.

Our settling procedures have had to change due to the restrictions currently in place, however, we are very experienced in supporting parents and children through transitions and we can work out a settling arrangement which meets the needs of your child. We are committed to helping your child feel safe and secure in our company so that they become confident and comfortable in our setting.

Your child's key worker will be happy to discuss this with you prior to your child starting with us or starting back.



## Breakfast, Lunch & Snacks

We will still be offering breakfast, mid morning and afternoon snacks.

If your child is staying for lunch they should bring in a packed lunch of their own. (We ask that you do not provide any nuts or nut containing products due to allergies other children may have)

We will try to make our snack experience as normal as possible however there will some changes e.g. children will not be self serving at the minute, tables will be cleaned before each new child sits down.

Regular handwashing/sanitising before and after snack will remain in place.



## Back to School— Medications & Health Care Plans



If your child requires any medication to be taken in nursery, you will be required to provide the medication in its original box with a prescribed label where applicable. You will also need to complete the appropriate medication form. Please remember that where inhalers or adrenaline pens are required, we require 2 of these in school.

We will collect medications on your child's first day where you be asked to complete any medication forms and hand in your child's medication. If your child has a health care plan we will also have this available for you to review.

If you would prefer to print and complete the relevant forms at home, please send an email to [wlbellsquarry-ps@westlothian.org.uk](mailto:wlbellsquarry-ps@westlothian.org.uk) stating your child's name, class, type of medication and whether this is short or long term.

We appreciate your cooperation with this.

## Additional Safety Measures

### Is social distancing in place?

Children are no longer required to socially distance from one another at this time.

Our nursery has small enough numbers that we are considered one group and therefore at this time, the children do not need to be split into smaller groups or 'bubbles'.

Staff will still need to physically distance from parents and from one another. Parents should also socially distance themselves from other families.

**Unfortunately, at this time parents will not be permitted to enter the nursery without a prior appointment. As adults must still socially distance, brief handover information will be shared at the door from a safe distance. We ask that all other communication is done via email or telephone. Parents will also be unable to visit the school office unless a prior appointment has been made.**

### Do I need to wear a mask when dropping off my child?

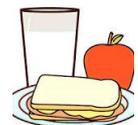
No but you can if you wish. At this point in time, we do not require parents to wear masks when dropping off or collecting their child but instead ask that we all adhere to the 2m social distancing rule and procedures in place for this.

### Can my child bring in items from home?

We ask that these items are limited to essential items only. E.g. changes of clothes in their bag which can still be placed on their peg & a packed lunch box. If your child usually brings something to comfort them e.g. a transition toy we can discuss where this can be safely kept. We ask that these are limited to essential items only though. Please chat this through with your child's key worker.

### How will lunches work?

If your child is staying for lunch, he/she should bring a packed lunch from home. Children will eat their lunch at the table with other children and each station will be cleaned between sittings.



### Handwashing

In line with current government guidance, children will be asked to use hand sanitiser and or wash their hands when entering and exiting the ELC building and at other intervals throughout the day e.g. snack times and between indoor and outdoor play etc. If your child is sensitive to hand sanitisers, you can send your child in with their own labelled hand gel. We ask that all children wash their hands before they leave home and when they return home to add a further element of protection.



## Coronavirus Symptoms

We ask all parents to be vigilant. If your child develops any of the symptoms which are currently:

- ◇ A fever
- ◇ A continuous cough
- ◇ Loss of smell/taste

**Please do not send your child to nursery and keep them at home.**

Follow NHS inform guidelines regarding test & protect and self-isolation periods (where applicable) for your child and other household members.

**What will happen if your child develops symptoms at nursery?**

If a child develops symptoms during the day, they will be taken to a dedicated room in the school where a member of staff will keep them reassured. Parents/emergency contacts will then be contacted to collect them.

You should then follow NHS guidelines and self-isolation procedures. We will also provide you with a Test and Protect leaflet.

We understand that the symptoms may not be COVID19 related but we appreciate your understanding and patience with this as we must follow this process to reduce the spread of the virus in line with government guidelines.



## Indoor Shoes, Waterproofs, Wellies & Sun Cream

You may wish to send in a pair of indoor shoes for your child. Initially, we won't ask your children to change in and out of these routinely when they arrive to avoid crowding and delays in the cloakroom areas. We will review this as time goes on.

Evidence suggests that spending time outdoors can limit transmission rates of COVID 19. As a nursery we are very committed to learning outdoors and we will continue to maximise the use of the outdoor areas for learning experiences

We ask that you provide a waterproof jacket (which they can bring to nursery each day) and a pair of wellies for us to keep in nursery for your own child's use.



We also ask that on days where it may be sunny that you **please apply sun cream before your child comes to nursery**. We also require a bottle of sun cream which we will label with your child's name for use in nursery on particularly sunny days. You will need to complete a medical form for this.

**Thank You** I hope that this guidance contains enough information and clarity around the arrangements and procedures we have put into place here. However, if there is anything you would like to discuss further, please get in touch via email [wlbellsquarry-ps@westlothian.org.uk](mailto:wlbellsquarry-ps@westlothian.org.uk) or via telephone which will be operational again from Tuesday 11th August when school & ELC staff return from holiday. Thank you for your continued support. *Louise Delargy, Acting Head Teacher*