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|  | ***Twiss Green Community Primary School*** |
| **Tel: 01925 762346**  **Fax: 01925 767885**  **E-Mail:** [**twissgreen\_primary@warrington.gov.uk**](mailto:twissgreen_primary@warrington.gov.uk)  **Website:** [**www.twissgreen.net**](http://www.twissgreen.net)  **Headteacher: Miss L A McGann, BEd (Hons)** | **Twiss Green Lane**  **Culcheth**  **Warrington**  **Cheshire**  **WA3 4DQ**  **Chair of Governors: Mrs A Platt** |

Friday 10th July 2020

Dear Families,

Hello!!! We are extremely excited to be writing this letter to you inviting your child/ren back to school to participate in a Year 4 transition day before the summer break. We feel that this day will be extremely beneficial for the children as it will give them the opportunity to meet us both and to experience what a typical day in Year 4 will be like in September.

The aim of this letter is to outline how the transition day for children in Year 4 on Monday 20th and Tuesday 21st July will work.The children will be divided into two ‘Bubbles’ of 15, one will be attending school on Monday and the other on Tuesday in the Y4 classroom. Within each ‘Bubble’ of 15 will be 3 ‘pods’ of 5.

We will text a day, time of arrival and pick up time to each pod later today. This will be staggered by 5 minutes per group. We ask that children enter the school site by the main pedestrian gate on Twiss Green Lane or the back gate on Chiltern Road. Children should be dropped off by their parents at one of the gates. There will be staff on site supervising at the beginning and end of the day. Children will be entering school through the external door next to the Y4 classroom.

Once in the building the children will be welcomed; they will then be asked to hang up their coats, wash their hands and go and sit in their designated place in the classroom where there will be an activity ready for them to get on with.

Each child will have a tray of their own resources, pencils, crayons, a rubber and their own books etc on their table. Tables are spaced at least 2 metres apart and no children are facing each other directly. They can keep their water bottle with them too to avoid handling one another’s.

Because the children will not be moving around as much, or having PE lessons, we plan to have several playtimes outside each day. Please keep everything crossed for dry weather! Again, children will stay in their pod of 5 and have a designated area to play in. We will provide some play equipment for each pod and this will be sterilised in Milton every evening-only 5 children will have access to the equipment at any point during the school day.

During playtime, children will be encouraged to go to the toilet. This will be supervised by a teacher or teaching assistant on a ‘one in, one out’ basis. We only have 1 toilet for each bubble of 15. You might like to teach the children how to flush the toilet with a piece of tissue so that they are not touching the flush button. We will encourage the use of the urinals because the children don’t then have to touch a door or flush. Handwashing at these times will be supervised - they will be singing Happy Birthday all the way through twice – hopefully this is something that they have continued to do at home during lockdown.

Whilst one of us is supervising the children, the other will be cleaning around surfaces in both classrooms and toilets (using separate kit of course). Anyone cleaning is required to wear PPE and our classroom waste has to be decontaminated for 3 days before we can put it into the bins, double bagged.

The children will not need reading bags or PE kit, but it will be useful to bring a few layers of clothes - please observe weather forecasts. Classroom windows and safe doors will be open all the time for maximum ventilation. It might feel draughty, but at the same time it can get quite warm inside on some days. We would recommend a fleece layer as well as the usual t-shirt and jumper/cardigan and a thin waterproof if you have one. Children can wear jogging bottoms/leggings/shorts and trainers.

Lunch is to be served in the classroom (lunchboxes and water bottles are the only items that children will be bringing to school on the transition day).

Should any of the children show symptoms, cough, temperature of loss of taste or smell, we will immediately remove them from the group to a designated medical area (the computer suite). The attending member of staff will then have to don full PPE whilst staying with the sick pupil. You will have to come to school immediately and take your child for testing. The nearest site is at Haydock Racecourse. You will have to follow the Government guidance about self-isolation for the whole family whilst awaiting results.

Whilst we are not able to ask you to keep the children at home for anything other than the 3 named symptoms, may I ask you to be aware of all the symptoms of coronavirus and be cautious about sending in children who might have any of the other symptoms:

The most common symptoms of COVID-19 are:

* fever
* dry cough
* rash on skin
* tiredness
* aches and pains
* nasal congestion (some people describe normal cold symptoms of a runny nose)
* headache
* conjunctivitis
* sore throat
* diarrhoea
* loss of taste or smell
* discoloration of fingers or toes

These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms. (World Health Organisation)

Finally, thank you for all your patience and support during this time.

We can’t wait to meet all of the new Year 4 children during the transition days!

Could we please ask you to inform us as soon as possible if you do not wish your child to attend the transition day. Please email us on [kroberts@twissgreen.net](mailto:kroberts@twissgreen.net) or [ssinclair@twissgreen.net](mailto:ssinclair@twissgreen.net).

Take care and see you all very soon.

Kind regards,

Mrs Sinclair & Miss Roberts