



Every Child, Every Chance, Every Day.  
Parent Copy

6<sup>th</sup> July 2020

Dear Parent/Carer,

I am writing to inform you that Reception (Torvill and Dean classes) can come to school during the last week of term (Wednesday 15<sup>th</sup> July to Tuesday 21<sup>st</sup> July). This will be an opportunity to say goodbye to Early Years and have some transition ready for Year 1 next year.

Depending on the uptake, the children will be offered either two days or five days. The children will be put into small groups, referred to as bubbles, working with one teacher who will be the same for as many days as possible. Each bubble will be with one of the teaching team from Early Years and the children will be in their own classroom. The bubble group will remain together at all times including lunch. The school routine will be different.

Once we know who is returning, we will allocate children to a bubble. We will then contact you to let you know how many days your child can attend and give you a specific start and finish time. Each bubble will have different times to maintain social distancing.

**Please can you ring school by the end of the day, Thursday 9<sup>th</sup> July with your decision:**

- a) You are agreeing to the terms and conditions, listed below, and will be sending your child back to school on the offered days.**  
**OR**
- b) You wish to keep your child at home because your child or someone in the home is shielding or you are choosing to isolate from school (non-attendance will not be penalised, however the school has to report the information to the Department for Education).**

**Contact school on: 0115 9155737**

**If you do wish to take the place, we will need you to confirm two contact numbers.**

### Terms and Conditions

1. You must not send your child in if they are unwell. Please check EVERY morning for any Covid-19 symptoms. This is very important, you will not be penalised for their non-attendance.
2. If your child becomes ill in school, they will be isolated and will be supported by a member of staff (who will wear full PPE). You will need to collect your child immediately.
3. If your child or members of the family show symptoms of Covid 19- a new persistent cough or temperature (please see Public Health England guidance on this) then you must self-isolate for 14 days. Please inform school, so that we can inform others and tests can be ordered.
4. If we have a confirmed case in school, we will follow guidance and we may need to close the school. Further information would then follow.

Crabtree Farm Primary  
School,  
Steadfold Close  
Bulwell,  
Nottingham,  
NG6 8AX



Acting Head Teacher: Miss Lorna Haskey  
School Office: Telephone: 0115 9155 737  
Email: [admin@crabtreefarm.nottingham.sch.uk](mailto:admin@crabtreefarm.nottingham.sch.uk)  
Website: [www.crabtreefarmprimary.com](http://www.crabtreefarmprimary.com)



5. School times will vary for each bubble, between 8.50am – 3.15pm. To ensure that we are able to achieve this safely you will be given an allocated time for your child to arrive and depart.
6. Two metre social distancing must be maintained by all adults at all times. Parents/carers will wait outside the classroom doors, in a line, observing social distancing and must keep their children with them until a member of staff lets the child in one at a time. Once inside the child will then be asked to wash their hands before entering the classroom. No parents/carers to come in to school or attempt to hand anything to staff. This will be the same at home time when one child at a time is sent out to their parent/carers.
7. All communication will be done via phone calls. The office is manned from 8.30am - 4.00pm daily.
8. Water bottles are to be brought from home and should be taken home and washed each night, as water fountains will not be in use.
9. Each bubble group will be allocated a specific toilet and sink to use. These will be sanitised throughout the day, alongside all frequently touched surfaces.
10. Please check that all medicines are in school and delivered to the office.
11. Bumped head/accidents will be reported to you by phone or in person at the end of the day.
12. No book bags are needed and children will not be sent home with books.
13. School uniform should be worn each day and washed prior to wearing again. Please consider the weather, as children will be outside as much as possible, so please ensure they bring a cap and sun cream.
14. No PE kit is needed. So please ensure that your child wears appropriate footwear for all activities.
15. No toys or extra items that are not needed should be brought into school and likewise we will limit the resources the children can use in school, include outside play equipment.
16. There will be a safeguarding lead on site at all times.
- 17. Children who cannot follow school rules, could have their place withdrawn during the current situation.**

Any questions, please ring the office or email me directly on  
[headteacher@crabtreefarm.nottingham.sch.uk](mailto:headteacher@crabtreefarm.nottingham.sch.uk)

Thank you for your ongoing support, keep safe.

Yours sincerely,  
Miss L Haskey  
Acting Head Teacher