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| *Nursery parents/carers* | **Our ref:** | LC |
| **Your ref:** |  |
| **If calling ask for:** | Linda Callender |
| **Phone:** | 01698 823680 |
| **Date:** | 12th August 2021 |

Dear Parent/Carer

**Return to Nursery – August 2021**

I hope that you and your family are keeping safe and well and you have managed to enjoy some time to relax over the summer. Overall, the weather has been fantastic!

On Tuesday 3rd August, the First Minister laid out plans for the return of schools and nurseries in August 2021. Whilst a number of restrictions have been removed in society, schools and nurseries have been asked to continue with a number of the same mitigations that were in place at the end of June, with a view to these being reviewed after a 6-week period once children and staff have had the chance to settle in to their new class or setting. This is further explained in the letter that you have been sent from Tony McDaid, the Executive Director of Education Resources.

I understand that some parents and children may have concerns about Covid-19, but please be reassured that the safety of our pupils and staff is paramount in all of our decision-making and follows the advice that we have received from the Scottish Government and South Lanarkshire Council.

To ensure that we comply with the current guidance, the following procedures have been put in place at David Livingstone Memorial Primary School Nursery Class:

**Entrance and Exit** **from Nursery**

* All children must enter the nursery via the nursery entrance.
* A maximum of **2** adults may see their child into nursery on the first day. Please keep to your allocated time to reduce congestion for everyone.
* Only one adult should drop off/pick up their child at the end of the day, remembering to keep gates clear and to stay 2m apart from others.
* Parents/carers are required to wear a face covering (unless exempt) whilst waiting to drop off/collect their child.
* No adults will be allowed to enter the building.
* Starting and finishing times will be staggered to allow children to arrive and leave safely at the end of the day. These are as follows:

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| **Learning Group** | **Starting Time** | **Finishing Time** |
| Red Group | 8.45am | 2.45pm |
| Blue Group | 8.55am | 2.55pm |
| Yellow Group | 9.05am | 3.05pm |

* Nursery staff will contact you on either Thursday, 12th August or Friday, 13th August to advise you about your child’s group and their starting and finishing time.
* A designated member of nursery staff will greet your child at the door and will welcome into the cloakroom.

**Traffic Management**

* Only staff and people who are visiting the school will be allowed to enter the car parks, along with any authorised vehicles responsible for transporting children to school (such as taxis organised by SLC), and anyone who displays a blue badge. The drop-off zone will also be out of use and parents/carers are asked to park in the car park across the road from the school or in the neighbouring streets, remembering not to block anyone’s driveway.

**Learning and Teaching**

* We no longer need to keep the children in ‘pods’, so they will all be able to engage in free play across the playroom and outdoors.
* All equipment will be sanitised at the end of each session.
* All children will be allocated their own outdoor jacket and wellington boots which will be kept for their own use.

**Access to the Establishment**

* A hand sanitiser will be available at the entrance to both the nursery and the school.
* Parents/carers are asked to phone or email the nursery, rather than visiting the building.
* Where possible, all visitors are asked to sign in and out the building using their own pen.

**Movement within the School**

* Everyone should keep to the left-hand side of the corridor when moving around the building.
* All corridors have been cleared of any additional furniture.
* The nursery playroom and all classrooms have had hand sanitisers fitted. They will also have a supply of tissues and a lidded bin.
* Where possible, doors will remain open.
* There will be regular clearing of contact areas, such as door handles and light switches, during the day.
* The janitor will regularly replenish soap, paper towels and hand sanitiser in communal areas throughout the day.

**Snack and Lunchtimes**

* Snack and lunch will be provided free of charge.
* The children will have a choice of lunch each day. This is slightly different to the lunch on offer to children in the school. A copy of the school lunch menu is available on our school website.
* Lunch will be eaten in the school dinner hall.
* Seats and tables will be sanitised after use.
* Hand sanitiser will be available at the entry and exit of the dinner hall.
* If children are bringing a packed lunch to nursery, this should be left in the cloakroom.
* Packed lunch boxes should be washed every night.
* Children should have their own ice pack in their packed lunch. At present, we are unable to check temperatures and we also cannot add ice packs to a child’s packed lunch box.

**Nursery Playroom**

* Children will wash their hands at regular points throughout the day, namely when they enter the nursery, before snack, after snack, before lunch, after lunch, before they go outside, after they go outside and before they go home.
* Windows and doors will remain open, where possible.
* Children are required to bring in a change of shoes.
* Hand sanitiser dispensing units have been mounted at both entrances to the playroom and in public areas throughout the school.
* The janitor will regularly replenish soap, paper towels and hand sanitiser throughout the day.
* All soft toys and soft furnishings (such as cushions) have been removed.
* Children should not bring toys or non-essential items to nursery.

**Clothing**

* Parents are asked to ensure that their child’s clothing is washed regularly.
* Parents are asked to provide a change of clothing for their child in case they have an accident. This will be placed in your child’s own tray.

**Other**

* An isolation room has been set up in the school to be used for anyone (adult or child) who starts to display symptoms of Covid-19. **Parents must contact the nursery or school immediately if their child or another family member is displaying symptoms and should not visit the nursery or school until the recommended self-isolation period is over.**
* If your child has a medical need, we will contact you to discuss arrangements for this, including the possible use of PPE for staff.
* All deliveries will be wiped once they have come into the building.
* Where possible, maintenance work in the building will be completed outwith nursery hours.

I hope that this helps to ease any anxieties that you may have had about nurseries re-opening. If you have any questions or concerns in relation to our phased return in August, please do not hesitate to contact me by either phoning the school (01698 823680) or by emailing the school office (gw14dlmpsoffice@glow.sch.uk). When your child arrives at nursery for their first day, you will also be asked to complete a form giving key information about him/her, including emergency contact details and any medical conditions that they have. A blank copy of this form is available on our school website to let you see what you will be asked for. Our Team Leader, Mrs Bell, will then arrange to meet with you on a different date to complete your child’s Care Plan.

Thank you for your patience and understanding during this challenging time. I cannot wait to see our children next week! Throughout the year, we will continue to post regular updates on our learning journals, as well as our school website, app and Twitter, so remember to look out for these.

Yours sincerely

**Linda Callender**

**Head Teacher**