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5<sup>th</sup> January 2021

Dear Parents and Carers

We are yet again finding ourselves in a very fast changing world where we are having to make quick decisions. Thank you to those of you who have taken the time to talk to myself this morning or send in kind words, emails and telephone messages showing your support and appreciation for the staff at Dorking Nursery who are continuing to work throughout the pandemic regardless of the risks posed to themselves. 100% of the staff have attended for work today, which most certainly shows their dedication to your children.

Due to the increased alert level, we have had to make some changes to our procedures on the school site to continue to minimise risks as much as possible. Our focus is to reduce risks at all times, however, they cannot be eliminated completely. The decisions we have made today are based on the current situation we find ourselves in, these may change again rapidly, so do keep checking for updates.

Please read the following information carefully and I kindly ask for your cooperation in these.

**Onsite drop off and pick up of children** - from tomorrow, Wednesday 6<sup>th</sup> January, we are asking all parents and carers on our site to wear face coverings unless you are exempt from doing so.

At drop off/pick up, you need to keep to the one way system in place and stand along the footprints that are marked out. Parents need to ensure that any children or siblings with you stand and wait with you and do not run around the drive as this could increase contacts.

If you are waiting in the queue for the 2-3s door to open, then please stand close to the wall opposite the buggy park, so that other parents who have dropped off at the 3-5s can pass you. However, the 2-3s does not open until 9am and parents have been arriving from 8.45am, so if possible, please arrive nearer to 9am to reduce the number of contacts you will pass and your waiting time.

3-5s parents, please continue to arrive onsite for drop off from 8.45am.

SNSC parents - (Pam's parents) - as a result of the increased risk, we will not be asking you to walk through the black gate and pass the 3-5s and 2-3s entrance points at this time. SNSC parents will be permitted to go directly from the car park area up the staff car park drive directly to the entrance point for the SEND Nursery. However, can I ask you to ensure you are holding your child's hand as there will be car movement at this time and staff arriving to the car park. Staff will also need to access the staff entrance point, so please can I ask you to drop your child and move swiftly back to your car. When collecting your child, please wait in the car park 2m apart.

**Visitors** - we will not be permitting any visitors on site; this includes parents for meetings unless urgent. If a face to face meeting is needed, then parents will be expected to wear face coverings. We appreciate there are times that you may need to use the toilet facilities when dropping off and collecting your children, we will no longer be permitting this access. We have very few adult toilets on site and will be safeguarding these for staff to use in their separate bubbles.

**Contacting the office** - if you need to talk to the office, we advise you telephone 01306 882397 or email on [admin@dorking.surrey.sch.uk](mailto:admin@dorking.surrey.sch.uk). If for any reason you need to talk to a member of staff, please email or telephone the office to make an appointment.

**Attendance** - in order to prevent the spread of Covid-19, the following must be adhered to:-

- Anyone with symptoms must not enter the building and follow the current Public Health England guidance - please do not be offended if we ask you to come and collect your child if we suspect they are symptomatic and ask for you to get them tested. This is to protect all the children and staff in that bubble.
- You must inform the office immediately if your child is not attending and the reasons for absence so that any further spread of infection can be tracked and testing organised if appropriate.
- If we do not hear from you, we will contact you and ask for reasons for absence, this is part of our safeguarding procedures.
- Parents must inform us of any overseas holidays that are taking place, this is so that we can monitor the current Foreign Office guidelines with regards to isolation.
- At any time, if there is a positive case, all or part of the school may need to be closed, these decisions will be made through discussion with the Local Authority and Public Health England.

**Items coming into school** - Please can we ask that you continue to send plenty of spare clothes for your child to change into if they get wet through play or have an accident, this is to reduce the number of our spare clothes moving between home and school.

**Extended sessions and fees** - at present, the Prime Minister has declared all EY schools remain open for all children. Therefore, any parents choosing not to send their child for what ever reason will continue to be charged as per our terms and conditions as we cannot predict the attendance of the children, and staffing levels need to be adequate at all times.

If you wish to give notice on your extended sessions - please check the terms and conditions for the relevant notice period, but be mindful that if you give notice on your session, that it may not be available when you wish to return and access it again.

**Home learning** - if you have chosen not to send your child at this time, we will not be able to provide any home learning or additional support. This is because all the staff will be teaching the children who are still in attendance and therefore cannot do both. Should the Prime Minister change our offer to provide education for just Critical Workers and Vulnerable children, then we will be able to support learning at home.

**Offer for Critical Workers/Vulnerable children** - at this time, the Government have asked for Early Years Settings to remain open and play a vital role in the response to the pandemic. However, please be aware this could change at any time and our offer may have to be for those of critical workers or who are vulnerable. Thank you to those of you who have completed the online form with this information. Please be prepared at any time to make alternative arrangements for your child or if there is a positive case in your child's bubble.

Staff safety and their health is also a priority and we can only offer the current provision if adequate staffing levels allow.

Many thanks to all of you for your understanding during these difficult times.

Regards

Donna Harwood-Duffy  
Executive Headteacher