



9 October 2020

Dear Parents and Carers

Following a very successful return of our children and young people to Early Learning and Childcare (ELC) at Mayfield Nursery School in August, it is now essential for us to finalise contingency arrangements in case they are required at any point in the future.

Our school and ELC Contingency Plans are now complete, which reflect scenarios that may occur as we continue to operate under COVID restrictions and National Guidance for early learning and childcare services.

I am sure you will understand that the exact circumstances that would necessitate the implementation of the Contingency Plan of an ELC setting, single school, a locality, or across the whole of Midlothian, and any such decisions would be taken jointly with the relevant partners e.g. NHS and Scottish Government. These plans have however been developed based on a requirement for all children to receive their entitlement of 600 hours of early learning and childcare, with our current offer of 1140 hours being the main aspiration.

If a 'local lockdown' for ELC settings and schools is imposed by Scottish Government/ Health Protection Team (HPT) it also cannot be assumed that these contingency arrangements will be required, as it will depend on the extent or type of restrictions imposed.

The focus in developing these contingency plans has been to ensure that learning experiences both in-school and in-home meets the needs of every child and that they are supported individually in a way that helps them to achieve their learning targets and prepare them for the future.

Our absolute priority continues to be the safety of our children and staff.

Contingency Planning for Mayfield Nursery School:

Scenario 1

Due to an outbreak (confirmed by the HPT), in an ELC setting/nursery you have to close a room or part of a room (if room split and only one cohort group affected)

OR

In an ELC setting/nursery there being insufficient staff for the room or cohort group

We will follow all guidance and procedures as instructed by the Health Protection Team and Midlothian Council.

We will communicate with parents and carers via our usual communication routes, the nursery website and emails, keeping you up to date with the current situation and expected return dates to nursery.

During the closure of a nursery class, in-home learning activities will be provided for children via our website and Twitter. We will be available via phone and email to answer parents and carers questions and offer support.

We will also provide lunches where required.

Scenario 2

Due to a significant outbreak (confirmed by the HPT), there is a FULL closure of the ELC setting/nursery

OR

Due to there being insufficient staff, the whole ELC setting/nursery needs to close

Similar to scenario 1, we will follow all guidance and procedures as instructed by the Health Protection Team and Midlothian Council, if there is the need to close the whole nursery.

We will provide ongoing communication to parents and carers via the website and emails, keeping you up to date with the current situation and expected return dates to nursery.

If we are required to close the whole nursery, our contingency plan involves providing weekly in-home learning activities via our website and Twitter. We will be available via phone and email to answer parents and carers questions and offer support.

We will also provide lunches where required.

Accessing in-home learning activities

In-home learning activities will be posted on a weekly basis on our website and on Twitter. They will cover all areas of the curriculum. Children will be able to share their learning via Twitter or email to the nursery email address.

Wherever possible, children will be in nursery, however this is only possible where the pupil roll, physical capacity of buildings and staffing capacity is able to accommodate this.

Provision of ELC face to face, will be a priority due to the age and developmental needs of younger children and to support childcare. This may be for a reduced number of hours over the week.

Support and advice for parents and carers

Support and advice will be available to parents and carers by phoning the nursery phone number or emailing the nursery email. If we are unable to use the nursery number alternative phone numbers will be posted on our website.

Childcare

We understand that in the event of a Contingency Plan being implemented, this may pose a difficulty for some parents and carers in relation to their work commitments. We recommend therefore that you make your employer aware of the potential need for such arrangements, which will only be put into action when absolutely necessary.

The exact arrangements will depend on the individual circumstances requiring the contingency arrangements to be put in place.

Whilst it is not currently a requirement, it may be that Scottish Government requires local authorities to provide critical childcare in the event of a further 'lockdown'. In order for us to be prepared for that, we will shortly be sending you a survey to support the school to know who Category 1 key workers are.

Provision of lunches for nursery children

We will provide lunches to our nursery children if required to implement our contingency plans for either scenario 1 or scenario 2. Children will receive a packed lunch Monday – Thursday as they do when they are in nursery. If staffing allows we will deliver lunches to the children's homes. It may be necessary to ask parents and carers to collect lunches from an agreed point at nursery dependent on the staffing situation. All information about this will be on our website.

Should contingency arrangements be required at any time we will of course ensure that parents, carers are fully informed of the arrangements, and that all necessary support is in place.

Educational Psychology Helpline

The Educational Psychology Helpline will cease on 29th October 2020 unless contingency plans are implemented.

If you have any concerns or questions about any of the above information please do not hesitate to contact the nursery in the first instance.

Many thanks for your continued support.

Yours sincerely

A handwritten signature in black ink that reads "Lisa Barnes". The signature is written in a cursive, slightly slanted style.

Lisa Barnes
Head Teacher