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**Headteacher: Mrs J Paterson**

22nd May, 2020

Dear Parents and Carers,

**Re: possible phased reopening of school to more pupils in June**

Following the update we sent out last week, we are now in a position to inform you how we are planning to operate a phased return for pupils in nursery, reception, Year 1 and Year 6, from the beginning of June, depending on the government's satisfaction that the criteria for this has been fulfilled. **A final decision will be made on 28<sup>th</sup> May and we will write to you to inform you of this.**

As always, pupil safety and welfare in this process is our main priority and focus. The children returning will have been at home for over 2 months and this will represent a big change in their daily lives and routines, as well as some anxiety about what this next stage means for them. All of these things have been considered in our plans for how we return.

**Arrival at school/ Collection**

To keep all members of our school community safe, we will be staggering the start time of the day and collection time at the end of the day. There will be window times for arriving at school to keep a steady flow. Playgrounds are very busy places and we need to minimise the risks and respect social distancing guidelines as far as possible. Therefore, these things will be in place:

- You will be notified of the window time for your child's group
- The area between the small black gate and the large green gates will be clearly marked to create a one-way pathway in through one gate and back out through the other gate
- You will be able to walk in through the gate with your child and your child will immediately join the line for their group, but please understand in these circumstances, we won't be able to engage in long conversations. The lines have been marked out in 2m intervals. This process may take longer to start with so please be patient waiting to step forward with your child. The children will line up in alphabetical order (by surname) at the end of the day to speed up the process
- Please do not wait on the playground to chat to other families as we need to keep the one- way system moving!
- Only one parent must bring/ collect their child
- No siblings with parents dropping off or collecting, unless it is essential for childcare reasons.

We understand that some children may be worried, anxious or upset when they arrive at school. If this is the case, we will need you to settle them before you come through the gate and we will ask you to step out of the one-way system to do this. If any child is really distressed, please don't worry. If your child is upset when parting from you, please keep walking through the one-way system, please keep walking and re-join the line to try again. We will work together to find solutions.

## **Classroom Organisation**

As previously stated, there is acknowledgement that 2m social distancing is not always going to be possible- they are children! We will use our best endeavours to position desks and chairs 2m apart. As staff, we have a duty of care to always attend to pupils' welfare and medical needs. The main strategy is to operate in small group "bubbles" alongside good hygiene and handwashing practices. Children should not wear PPE to school. If your child needs to arrive wearing PPE because you have travelled on public transport, it must go into a plastic bag and you should take it away to avoid contamination.

To comply with the recommended guidance of smaller groups and to ensure we are minimising risk, all pupils will be assigned to a group (no more than 15). Please be assured that class teachers are organising groups, knowing the children and considering their needs and wellbeing. Assigned groups effectively become 'bubbles' working together in the same grouping every day.

- Every 'bubble' will have assigned teachers/ teaching assistants- the adults stay with this group all day and children and adults should not move between bubbles
- Every classroom area has been cleared this week to space out desks and remove hard to clean equipment
- Every child will have their allocated work -station with their own stationery and workbooks, pens and pencils in a named tray, in which they will also store their water bottle (please ensure that it is clearly labelled with your child's name)
- There will be some limited use of shared play equipment in spaced games at break and lunchtimes (which will be shortened); this will be used only by children in one bubble and will be frequently cleaned
- Please understand that in these circumstances we cannot change reading books and for the time being we won't be able to send books home
- Your child must not bring toys, book bags or backpacks to school, just a packed lunch in a wipe-clean container with their name on (if they are not having a Fresh Start lunch), and a named water bottle. We are really looking forward to seeing their home-learning but we will send details about this later.

## **Nursery and reception children**

For our youngest children, we have planned an initial transition period back to school and they will attend **on Tuesday 2<sup>nd</sup> June, then on Mondays and Tuesdays each week after this. The arrival time window for this group of children is 9.00-9.05am. These children should be met at the black gate at 3pm at the end of the day.**

The Ash classroom environment will be different, but we see this as a good opportunity to support them with their transition to Year 1. It is worth noting that it would be normal practice, at this point in the school year, for children to be working more at a desk space in order to prepare them for their next stages of learning. Staff will still provide the children with exciting and engaging learning experiences, following a weekly theme. The children will also have a daily 'outdoor learning' allocated slot, where they will take part in some active outdoor learning with the children in their group.

## Year 1

The children will attend **on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> June, and then on Thursdays and Fridays each week after this. The arrival time window for this group of children is 9.00-9.05am. These children should be met at the black gate at 3pm at the end of the day.** The children will be working in Rowan Classroom. The children will also have a daily 'outdoor learning' allocated slot, where they will take part in some active outdoor learning with the children in their group.

## Year 6

The children will attend **on Monday 8<sup>th</sup> June and Tuesday 9<sup>th</sup> June, and then on Mondays and Tuesdays each week after this. The arrival time window for this group of children is 8.50-8.55am. These children should be met at the black gate at 3.10pm at the end of the day unless they have written permission to walk home;** please email the office if this is something that you wish to complete now. It is likely that they will be taught in Willow Class. The children will also have a daily 'outdoor learning' allocated slot, where they will take part in some active outdoor learning with the children in their group.

## Key Worker Provision

We will still be operating Key worker and vulnerable children provision in the same way as we have been. The hours will stay the same: 8.40am- 8.45 (arrival window) and 3.15pm collection. **These children are able to attend every day in their "key worker bubble". These children will also use the black gate in the playground for arrival and collection from Thursday 28<sup>th</sup> May onwards.**

## Lunchtimes

The children will remain with their designated group-'bubble'- throughout lunchtime. The allocated staff will encourage them to play games that support social distancing as much as possible.

Fresh Start will be operating, but there will be no hot meal provision. Deli bag options will be available (Free for Reception and Y1 **but still must be ordered in advance by Tuesday 26<sup>th</sup> May for the first week back**). Alternatively, you can provide a packed lunch for your child in a wipeable bag/ box. We will spread children out when using the hall, and children will remain in their same 'bubble' to eat their lunch.

## Cleaning

To ensure our school is as safe as possible, there will be extra cleaning during the school day, particularly of surfaces, in addition to our normal after school cleaning and there will be additional cleaning of equipment and surfaces on Wednesdays when only the key worker bubble is in school. a deep clean has been scheduled again for next week.

## Infection Control/ Minimising risk

**If any child or member of their household displays Covid-19 symptoms, they should NOT attend school. Children that are unwell should not come to school.** If any child or member of staff displays symptoms during the school day, they will be isolated immediately and sent home. Government testing is available and **if a child or member of staff tests positive then the whole 'bubble' of staff and children will need to self-isolate for 14 days.**

Children will be supervised throughout the day washing their hands regularly, before, after and between activities. There will also be limited shared equipment which remains assigned to one bubble only and not shared between bubbles.

## Breakfast Club and Afterschool Care

In order to minimise cross contamination between groups of children, we will be unable to offer breakfast and after school care at the present time.

## Extra-Curricular Clubs

Unfortunately, these will not be able to run at this time.

## Home Learning Planning for children not returning

The home learning plans will continue in the same way to support **all of the children**. Please bear in mind that **all teachers** will be working in school so that we can operate with separate groups of 15 for nursery, reception, Y1 and Y6 as well as the Key Worker group. This means that we may not be able to continue with the same speed of monitoring and checking of work on a daily basis. However, we will try our best and we will keep under constant review and adapt to the constantly evolving opportunities and challenges.

## Uniform

Being in uniform helps children feel confident and ready for school, which also supports good behaviour and learning attitudes. However, at this time there is some leniency with this as we respect that the daily washing of clothes, as suggested, may be a challenge. Pupils should wear trainers as we will not be changing for outside activities / PE.

## Medical Needs- Inhalers/ Epipens

Please can you ensure that inhalers and epipens are returned to school with children returning. When we closed in March, all of this was sent home. Please ensure that the inhalers and epipens are in date and named in the usual way.

We will not be able to administer any other medication during the day.

## Vehicle Access

We encourage you to walk or cycle to school as there will be a greater number of parents and children in the area outside the school gates. Do **NOT PARK ALONGSIDE THE FENCE obscuring the view of pedestrians leaving through the large gate**, and **DO NOT PARK ON THE BEND as this will cause an obstruction and cars will need to drive closer to the pedestrians waiting to drop off their children**.

The government is encouraging all pupils in N, R, Y1 and Y6 to return to school. However, you will not be pressurised; this is a personal decision. If you decide not to, there will not be any penalties for your child's non-attendance and your child will remain on roll at the school. **If you haven't indicated your decision yet, please can you email the office today, so that we can finalise pupil groups and staff allocation.** We understand that some people may want to say no initially and change their minds, which is fine, however please understand that we will be grouping pupils based upon who has confirmed attendance upon re-opening.

Finally, but most importantly, we want to ensure that your child feels prepared to return to school. If you decide to send your child back, please talk to them about what school will be like, how to keep themselves, their friends and teachers safe through ensuring that they understand they can't touch and hug others. We will be continually reminding them of how to be safe in school and encouraging good personal hygiene. This is not how we would like to operate. However, in these times, we will continue to adapt and ensure that the school is as child- friendly as possible whilst following all DfE and Local Authority guidance to keep them as safe as possible.

The government will be making the final decision about schools re-opening on May 28<sup>th</sup> . We have our plans in place ready for the beginning of June, but as we know, the date could be delayed to a later point. We will be in touch once we know. Any further questions, please don't hesitate to call or email. Thank you for your support and understanding as always. Thank you to all those parents and carers who contacted us on Wednesday to say "thank you" to the whole team of teachers, teaching assistants and admin staff who have been working in school throughout the entire period, including holidays, to take care of the children of critical workers. I completely agree that they should also be commended for the excellent work they are carrying out in setting online work, telephoning and emailing parents and replying to emails sent to class addresses, and now, planning for more children to be able to return to school.

Kindest regards,



Mrs Paterson  
Head teacher



Sue Wakelin  
Chair Governors

Things to remember

	Days my child can attend	Drop off time at black gate	Pick up time at black gate	<p><b>My child may bring</b>                      A wipe clean lunch box                      A named water bottle  <b>My child must not bring</b>                      Toys                      PPE                      Book bag                      PE kit                      Changes of clothes                      Back packs  <b>My child should wear</b>                      Trainers                      School uniform  <b>Fresh Start Lunches</b>                      should be ordered by 26<sup>th</sup>                      May for the first week back                      (Please only order for the                      days your child is                      attending)  <b>If I change my mind</b> and                      would like to request a                      place for my child, I <b>MUST</b>                      email school and <b>have a</b>  <b>place offered</b> so that there                      is space in a bubble</p>
Nursery and reception bubble	Mondays and Tuesdays  <b>Starting Tuesday 2<sup>nd</sup> June</b>	9am	3pm	
Year 1 bubble	Thursdays and Fridays  <b>Starting Thursday 4<sup>th</sup> June</b>	9am	3pm	
Year 6 bubble	Mondays and Tuesdays  <b>Starting Monday 8<sup>th</sup> June</b>	8.50am	3.10pm	
Key worker bubble	Every day  <b>Starting Monday 1<sup>st</sup> June</b>	8.40am	3.15pm	