

INFORMATION FOR ALL PARENTS

**** all plans are provisional and subject to change in accordance with health and safety guidance from the DfE**

Dear parents/carers

As you are all aware the government would like schools to increase the number children attending schools from the 1st June and have advised that this starts with the safe return of Reception, Year 1 and Year 6.

We have received guidance from the DfE and Local Authority, and have sought views of parents, staff and the governing body about the potential return of Reception, Year 1 and Year 6 children as well as continuing provision for pupils of keyworkers.

This process has presented us with a set of unusual challenges but, throughout, our main concern has been the safety of pupils, staff and families. We have provisionally planned a phased return beginning with Year 6 on Wednesday 3rd June and provisionally Year 1 on Monday 15th June. This is subject to a review of the first week with the governing body on Wednesday 10th June, where a decision will be made on whether it is safe for Year 1 to return. We will await the findings of this review before deciding to bring back Reception in any sort of capacity. Further details will be shared with parents shortly including a form (available on the website and App) which you must complete; the information is vital to our final stages of planning.

We feel it is important that prior to any children returning to school you are made aware of the practices and actions we will be putting in place to keep everybody safe. If and when our children begin to return to school, it is important that as parents you understand that social distancing will be challenging to fully achieve, despite our best endeavours and it is impossible to guarantee its success and implementation. We want to be open and honest with you about the challenges faced, and the changes you and your children will see as a result – school life will look considerably different from your past experiences, for some time to come. A summary of the measures that we will be implementing for children returning are listed below. We are also hoping to release a video which will show you in more detail what the school day and provision will look like. You will also see days set aside for staff training and deep clean. These are essential to be able to review and plan the provision with staff, and ensure that hygiene standards are exceptionally high

Potential reopening timeline:

(Potential) Weekly overview w.c. 1-6-2020

Year group	Monday 1-6-2020	Tuesday 2-6-2020	Wednesday 3-6-2020	Thursday 4-6-2020	Friday 5-6-2020
Year 6	Staff training	Staff training	Year 6	Year 6	School closed deep clean

(Potential) Weekly overview w.c. 8-6-2020

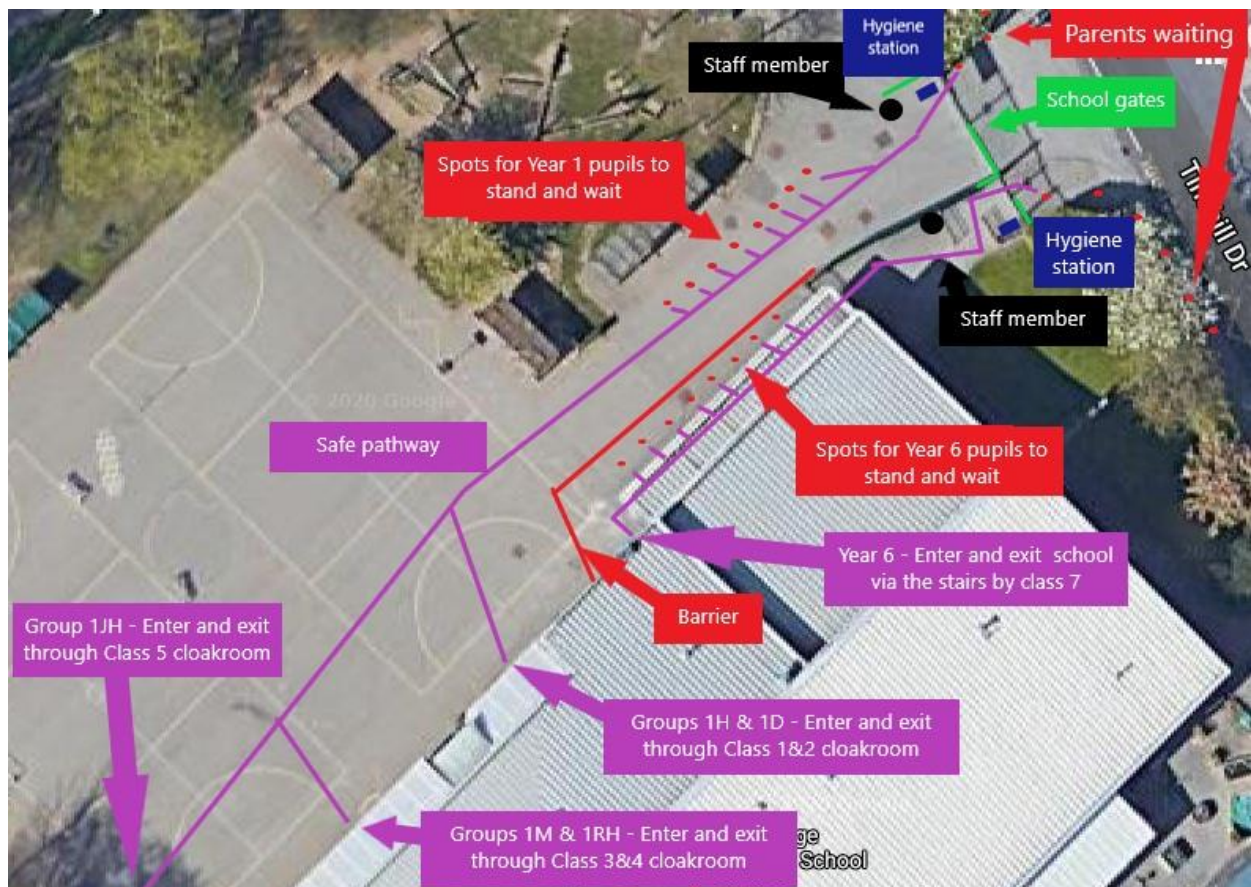
Year group	Monday 8-6-2020	Tuesday 9-6-2020	Wednesday 10-6-2020	Thursday 11-6-2020	Friday 12-6-2020
Year 6	Year 6	Year 6	Governor and SLT review meeting Year 6	Year 6	School closed deep clean

(Potential) Overview of organisation wc 15-6-2020

Year group	Monday 15-6-2020	Tuesday 16-6-2020	Wednesday 17-6-2020	Thursday 18-6-2020	Friday 19-6-2020
Year 6	Year 6	Year 6	Year 6	Year 6	School closed deep clean
Year 1	Staff training	Year 1	Year 1	Year 1	School closed deep clean

Collection and drop off

- Only one parent/carer will be able to drop off/collect pupils at the gate – no parents will be allowed into the school grounds.
- If parents or children miss their time slots it could potentially jeopardise the safety of other groups. With this in mind families that are late will not be able to enter school and will be asked to return home.



- There will be staggered start and finish time (see table on following page) to the school day and separate entrances for year groups (see diagram above)
- We would request that children come into school in clean uniform and only bring into school a coat, water bottle and packed lunch if required. Note – All FSM children will be provided with a meal if requested. This

does however mean their parent will no longer be eligible for the food vouchers they are currently receiving from the government.

Morning routine.

- Staff members responsible for their group will greet the children at the main gates of the playground. Staff will receive one child at a time and direct the pupil to the hygiene station where their temperature will be taken and where they will be asked to use the portable handwashing station. Pupils will then be asked to wait on a designated socially distanced spot on the playground (see picture on previous page). Once all pupils for their group have been accounted for, the member of staff responsible will take the children to their classroom.

Classroom organisation

- Children will work in 'bubbles/groups' of no more than 10 (with an adult that may not be your child's original class teacher). The groups will not mix. Groups will be assigned a name using their year group and the initial of their teacher's surname:

E.g. Year 6 - Subject to change

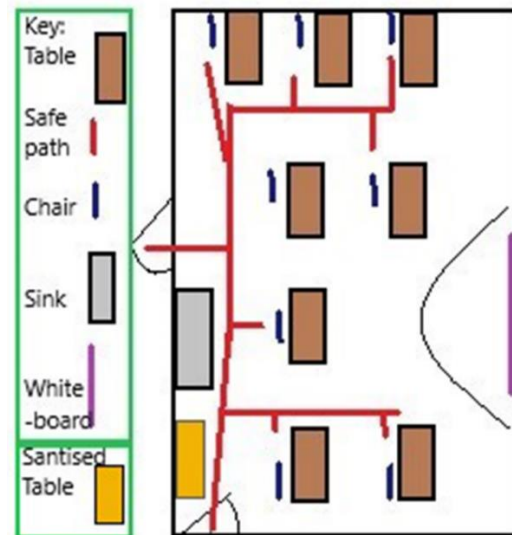
Group name	Staff member	Pupils	Classroom	Drop off times	Pick up times
6K	Mr Kershaw	10 pupils	Class 10	8:40am	2:40pm
6M	Mr Maldonado	10 pupils	Class 9	8:50am	2:50pm
6B	Miss Barnicoat	9 pupils	Class 8	9:00am	3:00pm
6T	Miss Tillotson	9 pupils	Class 7	9:10am	3:10pm
6A	Mr Adamson	9 pupils	Class 6	9:20am	3:20pm

E.g. Year 1 – Subject to change

Group name	Staff member	Pupils	Classroom	Drop off times	Pick up times
1K	Mrs Koopman Mrs Williamson	9 pupils	Class 1	8:40am	2:40pm
1D	Miss Devine Miss Smith	9 pupils	Class 2	8:50am	2:50pm
1M	Mr Morgan	9 pupils	Class 3	9:00am	3:00pm
1RH	Mrs Hoyle	9 pupils	Class 4	9:10am	3:10pm
1H	Mrs Harrison	9 pupils	Class 5	9:20am	3:20pm

- Children will have their own individual work stations. All resources needed for the day's sessions will be available on the pupil's work space. This includes individual stationery – which will only be used by the identified pupil. Where possible, resources will not be shared and will remain with the designated pupil throughout. Staff will teach from the front of the classroom and will not approach pupils' desks – adhering to social distancing where possible. The classrooms will look similar to the layout below.

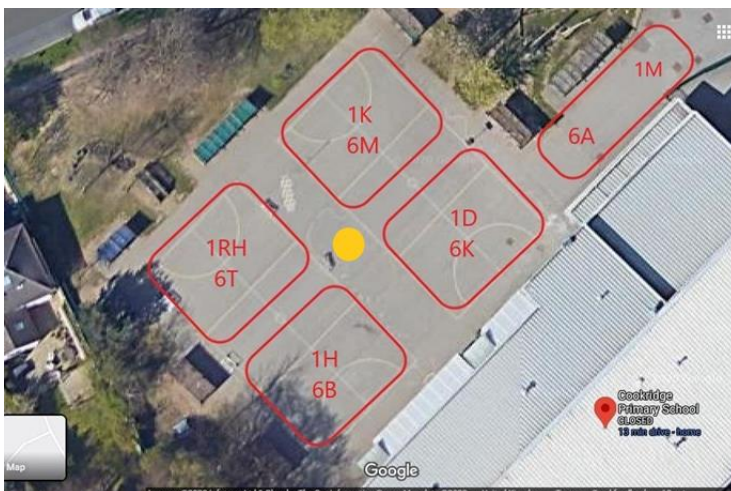
Example Plan of potential class layout



- Staff will encourage regular handwashing with soap and water for 20 seconds at designated times throughout the day.
- Regular cleaning of surfaces and resources will occur throughout the day.

Break and Lunchtimes

- Groups will take their break, lunch and exercise times in designated areas at designated times to encourage social distancing.



- Lunch will be eaten in classrooms in children's bubble/groups.

Other information

- Any minor first aid will be dealt with in the classroom or by a designated member of staff wearing PPE.
- There will be reduced movement around school and designated entry/exit points, floor markings etc.
- Each group will be designated PE slots either on the playground or field. Each group will be designated PE/sport resources to use for the fortnight. These resources will be kept in the classroom to be used only by their group. At the end of the fortnight, they will be cleaned.
- If anyone shows symptoms of Covid-19 they will be sent home to follow isolation guidelines, and will be eligible for a test. If the test is positive the rest of the children and adults in the bubble/group will need to isolate for 14 days and can seek testing.
- We will be unable to offer any before or after school club facilities.

- The school office will be closed and can only be contacted through phone calls or appointment.
- Year 6 parents – please be aware there will be **no** transition with the high schools as they remain closed to most pupils. Whilst the social distancing measures remains in place we will not be able to facilitate a leavers disco, production or assembly.

We would also ask that at home you continue to adhere to government guidance about social distancing. These measures have been put in place for everyone's health and safety, not to cause irritation or create barriers. All pupils will be expected to fully comply with our guidelines and expectations. If pupils cannot abide by the rules they will be risking everyone's safety and therefore parents will be telephoned and asked to collect pupils immediately.

The home learning approach will continue for Years 1, 2, 3, 4, 5 and Reception and those who choose not to return to school within Year 6 and is subject to change. Teachers will continue to upload work to the school website on a weekly basis, along with responding to emails, comments and making phone calls home.

If you choose to keep your child at home we will respect your decision and you will not be fined.

We will continue to keep you informed of any new developments in line with Local Authority or Government guidance.

Thank you for your continued understanding and support in these challenging times. Please don't hesitate to contact us with any queries.

Take care and stay safe

The Senior Leadership Team and Board of Governors

