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Headteacher: Mrs MD Brown B.Ed (Hons) NPQH

Wednesday 3<sup>rd</sup> June 2020

Dear Parents/Guardians,

I hope that you and your families are all safe and well at this time. I would like to thank all of the school community for your support and understanding during this period of uncertainty. Our dedicated staff have allowed our school to remain open every day to support the families of Key Workers - including school holidays and bank holidays.

We realise that parents will have many questions about the provision of the wider school opening for specific year groups - Monday 8<sup>th</sup> June for Y6 and Monday 15<sup>th</sup> June for Y1. A great deal of meticulous planning has taken place in order to make significant changes with regards to how the school will now operate in the interest of safety. Our plans will continue to adapt and change as the situation changes.

#### **School will open as follows . . .**

- **Y1** children will be returning fulltime 15<sup>th</sup> June 2020
- **Y6** children will be returning full time 8<sup>th</sup> June 2020
- **Key Worker children** - Arrangements remain unchanged

#### **School Opening Times**

Children returning to school will access the building through different entrances. Social distancing rules apply and MUST be followed at all times. (Signage will be displayed to help remind everyone). When entering the school premises, signage and allocated staff will help guide all children to their designated areas using allocated entrances for specific hubs of children.

#### **Morning entrance:**

- **Key Worker Children** - Key worker children (and those with sibling links in Y1 and Y6) will enter school via the brown gate between church and the curial office between 8.30 – 8.45am. You will be greeted a member of staff. This staff member will direct your children into school.
- **Y1** - Y1 children with no sibling links will enter school via the Nursery door between 8.45 – 9.00am. A member of staff will greet you and direct your child to class.
- **Y6** - Y6 children with no sibling links will enter via the brown gate between church and the curial office between 8.50 – 9.00am. Again, a member of staff will greet you and direct your child to their classroom.

### **Afternoon exit:**

- **Key Worker Children** – Key worker children (and those with sibling links in Y1 and Y6) Parents are asked to wait at the brown gate between church gate and curial office adhering to social distancing guidelines. Your children will need to be collected between 3.00 – 3.15pm. A member of staff will direct your children to you and we ask that you exit school near the caretaker's house.
- **Y1** – Children without a sibling link to be collected from the Nursery door between 2.45 – 3.00pm where a member of staff will facilitate handover. Please remember social distancing must be adhered to all times.
- **Y6** – Children without a sibling link to be collected from the brown gate between church gate and curial office between 2.45 – 3.00pm.
- Provision for Breakfast club / After school club will unfortunately be unavailable at this time.

### **Key Points:**

#### **Organisation of children in school**

Pupils will be divided into "hubs" of fifteen children with staff that they know but not necessarily their own teacher or classroom. They will remain in these new teaching groups all day (including lunch and break times) and not have physical contact with children or adults in other classes.

#### **Behaviour**

We have adapted the behaviour policy in line with the current COVID-19 situation. A COVID appendix to the behaviour policy will follow. This policy will be carefully explained to pupils on their return to school. Any child putting others at risk will be sent home immediately. This includes consistent refusal to follow social distancing measures and other anti-social behaviour such as spitting - never has this taken on a more sinister possible consequence than at the moment.

#### **Attendance**

Normal protocol will be resumed for year groups required back into school. Daily registration will take place for each session that the child is required to attend school and will be in accordance with the timings of the revised school day. It is important that children arrive at school on time. This will allow for the precautionary measures that have been put into place to be effectively managed and with minimal disruption to the child's learning.

#### **Catering arrangements**

Initial catering arrangements after half term will be a "grab bag" packed lunch offer from our catering provider, for those pupils who normally receive a free meal or who pay for one. Our intention is to return to offering a hot meal provision as soon as this can be prepared and delivered in adherence to government guidelines on social distancing. Where pupils are currently in receipt of a weekly free school meal voucher under the government scheme these will stop as different year groups return to school on a full time basis.

#### **Use of Equipment**

Children will not be required to bring any personal equipment into school. Everything they will need for learning will be provided by school in individual packs. Children will not be permitted to share resources. Materials and surfaces will be cleaned and disinfected more frequently in school.

#### **Uniform and items from Home**

Children are required to wear summer uniform and this should be washed daily to reduce the risk of spreading infection. As such, children will not be required to bring PE kits into school. Children must

not bring book bags into school as we are unable to send books home at the moment. No personal items should be brought to school other than a coat, sun hat and **clearly labelled water bottle**. (It is essential that every child attending school brings in their own individual water bottle.) Sun cream should be applied **before arriving** at school so there should not then be a need to send sun cream to school.

### **Contact with School**

All contact with school is via telephone and email. Please do not visit the office. Any parent arriving late should ring the school office and not enter the school grounds. Please adhere to all measures in place, particularly with regard to drop off and pick up times. Please ensure that we have your most up to date contact details and that you are able to be contacted throughout the day.

### **Pupil illness**

IF IN DOUBT DO NOT SEND.

If your child becomes unwell at school, you will be asked to collect them immediately. We therefore need you to be contactable at all times. Your child will be kept in isolation with a member of staff while we wait for your arrival – you may drive into the school car park. If coronavirus is suspected, the staff member will be wearing a disposable apron, gloves and mask. Any child or staff member with symptoms consistent with coronavirus will need to isolate for seven days and their fellow household members for fourteen days. Where a staff member or child tests negative for coronavirus, they may return to school and their household members may end their isolation. Where a staff member or child tests positive for coronavirus, the rest of the group (Hub) will be sent home and asked to isolate for fourteen days.

### **Social Distancing and Safety Measures**

As a school, we are doing all we can to minimise risk and operate a safe learning environment.

- Parents and pupils must observe social distancing measures and remain two metres apart from other groups at all times.
- Please observe any markings in place around the school and building. Please talk to your child/children about what they need to do when in school to keep themselves and others safe.
- Only one parent/adult should drop and collect their child. If at all possible, other siblings should not attend at drop off and pick up times. If there is absolutely no alternative, then they must remain beside their parents. Toddlers should remain in their pushchairs and not be allowed to roam.
- Once children are on the school premises they will be directed by staff which doors to enter the building. Allocated hubs of children will access the building through different entrance points such as fire exits, Y1, Y2, Y3/4 and Y6 entry points.
- Please keep your distance from others whilst waiting for your child and allow them to come to you. Please leave the school promptly and do not linger to talk to others - even if at a safe distance
- Parents of Year 6 children walking to or from school on their own should contact school and inform school of the arrangements for their child. Parents should be confident that their child will adhere to social distancing guidelines and not gather with friends outside school. Any Year 6 child who is seen not adhering to this guidance, will be asked to remain at home for seven days.

- There will be no whole school gatherings of any kind.
- Pupils will be assigned their own toilet areas and hand washing facilities. One person to use the toilet area at any one time. Pupil toilet areas will be monitored by staff to ensure social distancing is being practiced.
- Classrooms have been altered in terms of desk layouts to adhere to social distancing.
- Break and lunchtimes will be staggered throughout the day for each hub.
- Stringent handwashing and hygiene measure will be in place throughout the day.

We appreciate as always your continued support throughout these very challenging times and would like to thank your understanding and good wishes. If you do have any urgent questions please do not hesitate to contact school.

Best wishes,  
Mrs M D Brown



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