

29th of May 2020,

Dear Parent

As you will be aware on June 8th, the school will be commencing its partial reopening to children from certain year groups which have been outlined by the Prime Minister. In order to make the requests of the government possible, a great deal of planning and organisation has taken place. Strict guidelines have been put in place for how the school is required to function which will mean that the school may feel very unfamiliar to the children and their school routines will be much changed from when the school closed its doors on March 23rd. This letter, along with the Powerpoint presentation on the school's website, will provide the key information that is necessary for parents and pupils should they be returning to school.

Breakfast club and Afterschool Provision

Please note that during this period, no Breakfast club will take place in school. Likewise no afterschool provision will be running either. This will allow us to stagger drop off and collection effectively.

Bubbles

In order to reopen the school, children will remain during the day in "bubbles". These will consist of no more than 15 children and will be staffed by the same group of staff throughout the week. Children will not have the opportunity during the day to join with children from other bubbles. From 8th June, we will have 5 bubbles in place. These will include: Foundation 1, Foundation 2, Year 1, Year 6 and our Key Worker/Vulnerable children. In order to facilitate this and adhere to the guidelines which have been put in place, each bubble will have its own designated area of the school. In a small school this has proved incredibly difficult to organise but with careful planning we have arranged the school in such a manner that with your support we can make things work.

Symptoms and Testing

If whilst at home, your child or a family member begins to display symptoms, please contact the school and your child must not attend school. Testing should be accessed and the school notified of the results. Once known the school will take the necessary actions in line with the government guidelines. If another member of your family begins to display symptoms, then the household should self isolate for 14 days. Testing should be accessed where necessary and the school informed if any child tests positive.

If your child begins to show symptoms during the school day, a designated room will be used to isolate them until they can be collected by yourself. We would ask that children are collected within an hour of you being notified. A member of staff will supervise your child

during this time. The government has announced that testing is now available to all children of primary age and therefore you should book for a test to be carried out. Once the results of the test are known, you should contact the school to inform us, and the necessary measures within school will be taken in line with the government guidelines. All children from within this bubble will also be notified by letter that a child has displayed symptoms and advised to access testing too.

We would request that for any child planning on attending that you ensure we have two contact numbers available for yourselves. Thank you.

Drop off and collection of children

Drop off times will be staggered and must be adhered to; these can be found on the diagram provided. Additionally, all information on drop off and collection for each bubble can be found on the Powerpoint presentation on the school website, but please contact the school should you require additional guidance or support and we will be happy to help. We would ask that parents observe social distancing measures whilst not on the school site and avoid any congregation around the school gates.

We would request that only one parent brings a child to school, and that you arrive at the allotted time. All children and parents will enter the school via the main entrance opposite the school office. A **one way** system will be in place, as shown on the diagram which will require you to enter the school grounds, go to your designated drop off zone, and wait with your child on one of the **2m spaced markings** then leave the site through the school gate once they have been handed over. Teachers will be on the playground 5 minutes before the drop off time to ensure that the children once on their spots will be fully supervised, so please feel free to leave your child on their spot if you wish to. I will be stood throughout on the school gate. Children will then enter the school one at a time and clean their hands.

Collection of the children will be from the **same location** as the children are dropped off at. We would ask that all **parents follow the social distancing protocols** and use the markers available to ensure this happens. Children will be asked to leave by the staff **one at a time**. Once children have been handed over we would request that you then **leave the site promptly**. This will hopefully keep everyone attending staggered as the different age groups leave the site.

School Uniform

We would ask that wherever possible your child attends school in a clean uniform.

Lunchtime and Breaks

For children eligible for a Universal Free School Meal, (Children in Year 1,2 and Foundation 2) a packed lunch will be provided each day. Otherwise, for children wishing to stay school dinners, the school will be providing **packed lunches** only during this period for the usual cost, which should be paid for in the normal way. These can still be ordered on a daily basis. Children wishing to bring their own packed lunches may do so, but children will be asked to leave these outside the classroom until they need them. Please could we ask that packed lunches are cleaned thoroughly on a daily basis if this is the case. Children are asked to also bring their own water bottle each day, cleaned and refilled.

Children will have staggered lunchtimes and breaks.

Contacting the school office

Should you need to contact the school office we would request in the first instance that you telephone. If advice and support cannot be provided over the phone, then a time will be given to you to attend. Markings on the floor will indicate social distancing expectations, and you will be allowed to enter on a one in one out basis. We hope implementing this system will reduce any contact and in turn keep everyone as safe as possible and hope you understand.

Reading Books

We would request that children keep reading books and book bags at home during this period. They will be provided with reading materials in school and will not need to bring their books each day. All children still have access to the Rising Stars reading scheme at home via the links explained on the website and help can be provided should this be needed in setting up accounts for this.

Work Packs

Following our reopening, the school will continue to provide Work Packs on the school website for all year groups. In addition spelling and PE activities will be provided on a weekly basis.

Children of Key Workers and Vulnerable children.

We would request that from the week commencing 1st June, that you contact the school before the start of each new week to indicate when your child will require a place in school. Due to different work circumstances there may well be more demand for this provision and the school will need to know in advance so that staffing can be organised accordingly.

If your child is currently in school in this group, but is of the age that they can return to their normal age group bubble, then they will do so, and should be dropped off in accordance with the guidelines that have been given.

Clearly, as a school, we have never been faced with such incredible challenges and I appreciate that there may appear to be a great deal of information to take on board within this letter and that the tone of the letter may seem very formal. Unfortunately, due to the nature of the current challenge this is necessary to ensure everyone is aware of the level of measures the school is having to initiate. The staff of the school have been fantastic throughout this difficult time, and will do everything in their power to support the children and yourselves in ensuring the steps are followed.

I hope that all aspects are clear and that you understand the key steps that need to be followed to make the start and end of the day as smooth as possible for everyone. Staff within the school will provide as much support as they can and hopefully any teething problems will be rectified.

Finally, could I thank you for taking the time to read this letter and ask that if you have any questions in the meantime that you contact the school and we will be happy to help.

Yours sincerely

Mr. J. Raw