

14<sup>th</sup> July

Dear Parent

As you will be aware from 9<sup>th</sup> September, the school will be commencing its full reopening to children from all year groups as outlined by the Prime Minister. In order to make this 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 aspects of the school may feel unfamiliar to the children and their school routines will be changed from when the school closed its doors on March 23<sup>rd</sup>. This letter will provide the key information that is necessary for parents and pupils so that everyone's return is as smooth as possible. I would be very grateful if you could take the time to read this letter and to contact the school should you have any areas which you need further clarification.

### **Attendance**

As I am sure you are aware, attendance for children of school age will be compulsory from September, and all children expected to attend. The school has put in place a number of measures to ensure that we adhere to the guidelines laid out by the government, and this has all been fully checked. WE would ask you to contact the school should you have questions you need answering and work with the school as failure to attend will result in fines, which we do not want to be the case.

### **Bubbles**

In order to reopen the school, children will remain during the day in class "bubbles". These will consist of no more than one class of children. Each "bubble" will have its own teacher as normal, and staff from September will be able to move between classes. However, this will be done as minimally as possible as to reduce the number of contacts for each group of children. As with the current arrangements, during the school day, children will not have the opportunity to join with children from other bubbles.

Only in specific circumstances will any child mix with another class, and this will have been risk assessed and agreed before September. The school anticipates that this will be extremely rare.

### **Symptoms and Testing**

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, the Local Health Team and Public Health England.

If whilst at home, your child 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. All other members of the household should begin self isolating for 14 days.

Should your child's test return negative, then they may return to school, and all other house members can stop self isolating too. If a positive result returns, the child should self isolate for 7 days from the start of the symptoms and all other house members should continue to self isolate for 14 days.

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

In addition, we request that all parents and children conform with the regulations laid out by the NHS Test And Trace system. Details of this can be found at:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing>

The school should be informed if this is the case and appropriate guidance and advice will be given in line with the guidance that has been provided.

### **Drop off and collection of children**

**Drop off** times will be staggered and must be adhered to. With greater numbers of children returning in September, there can and will not be any flexibility with regards to the times given for specific classes.

Drop off times are as follows:

<b>Year 5 and 6</b>	<b>8:40 a.m. – 2:40 p.m.</b>	<b>Lunch: 11:45 – 12:30</b>
<b>Year 3 and 4</b>	<b>8:50 a.m. – 2:50 p.m.</b>	<b>Lunch: 12.30 – 1.15</b>
<b>Year 1 and 2</b>	<b>9.00 a.m. – 3:00 p.m.</b>	<b>Lunch 12.00 - 12.45</b>
<b>Foundation 2</b>	<b>8.40 a.m. – 2.40 p.m.</b>	<b>Lunch 11:45 - 12:30</b>
<b>Foundation 1</b>	<b>8:30 a.m. – 11:30 a.m.</b>	<b>12:00 p.m. – 3:00 p.m.</b>

We request that only one parent brings a child to school, and that you arrive as close to the allotted time as possible. All children and parents will enter the school via the main entrance opposite the school office. A **one way** system will be in place which will require you to enter the school grounds, go to your child's classroom door, leave your child on one of the **2m spaced markings** then leave the site through the main school gate. We ask that once on their marker the children **stay there until**. Teachers will be on the playground before the drop off time to ensure that the children once on their spots will be fully supervised and signage will show you which door is which. I will be stood throughout on the school gate. Children will then enter the school one at a time and wash their hands.

**Collection** of the children will be from the **same doors** as the children are dropped off at. We would ask that all **parents follow the social distancing protocols** and 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, helping everyone to stay as safe as possible.

**If you know that you are going to be arriving late, please phone the school office. You will be asked to wait on the grassed area outside the school office until your child will be collected and taken to their class bubble via the one way system by a member of staff.**

### **Breakfast Club and Extra Curricular Activities**

From Monday 14<sup>th</sup> September, the school will be running a breakfast club in the school hall. This is one of the only time when class bubbles will be in the same room. The children from each class will be seated on separate tables, which will be spread out in the hall to ensure social distancing is in place. A clear system for safely providing food will be in place. Places at breakfast club will need to be booked on a weekly basis from September.

Due to the restrictions in place on movement of children across class bubbles, we have taken the decision not to offer after school clubs for the first half term. We will use this period of time to monitor the situation and hope to be able to provide clubs after halfterm. We will inform you of our decision in due course.

In addition, we have made the decision to not have any trips out of school in the first half term too. We will monitor the situation, and update you on our position nearer to half term for the remainder of the term. We are allowed to have visitors into school though and may make the decision to allow specific visitors to visit classes for their academic benefit during the first half term.

### **Lunchtime and Breaks**

**In September, all food will be eaten in classrooms, including school dinners, so that the children do not have to leave their class bubbles.**

For children wishing to stay school dinners, the school will be providing a **hot and cold school dinner** option. These will be ordered in advance and details of this will be provided in September. For the week we return, we ask that you contact the school with your child's orders from the menu options that have been provided in the "Information for Parents" section on the school website homepage. We would request that this is done by Friday 13<sup>th</sup> July, so that food can be ordered in advance. Children wishing to bring their own packed lunches may do so.

Children are asked to also bring their own water bottle each day, cleaned and refilled.

Children will have staggered lunchtimes and breaks. So that there is no contact between classes. Two classes will be on the playground at any given time, however, they will be segregated to avoid any mixing.

### **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, jackets and bags**

In September, children will be able to take home reading books. a system will be in place to clean any returned books before they are returned to the shelves. The cloakrooms will not be in use, and children will put their coats on the back of chairs. Bags may be brought on P.E. days, but these will be kept with the children, therefore we would ask that they only come into school on the specified P.E. day. Details of which days children will do P.E. on will be given during the first week back in school. There will be no P.E. sessions in the first week back, therefore no children would need to bring their kits. Thank you.

### **Stationery provision**

Each child will have their own pencil, (pen), ruler, rubber, sharpener and glue stick which they will keep in a plastic wallet. Please can you ensure that children do not bring pencil cases to school during this time. Thank you.

Clearly, as a school, the challenges we face at present are different to any we have ever experienced. We would ask for your support in implementing everything we must do in order to ensure a smooth transition back into school life for the children.

The staff cannot wait to see all of the children again. We have missed them greatly and look forward to seeing everyone back in school.

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 put in place so that everyone remains as safe as possible.. However, as is always the case please contact eh school if you have any concerns and I will happily discuss and explain anything to you.

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 wish you all a restful and happy summer.

Yours sincerely

Mr. J. Raw