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Headteacher: Mr R. Chandler (B. Ed. Hons. NPQH)



Dear Parents and Carers

19.5.2020

I hope that this letter finds you fit, well and in good spirits. Following the Government's announcement that schools will be reopening on Monday 1st June. I am writing to you to share the plans that have been put in to place to enable the school to open to pupils in Nursery, Reception, Years 1 and 6, as well as the children of Key Workers, those with EHCP and classed a vulnerable.

Everyone's safety is of the highest priority and this will mean quite significant changes to how our school will operate. The changes outlined in this letter will affect everyone, but each change has been carefully considered by myself and the school team in order to make school safe. Given the complexity of arrangements needed this is our best offer to you.

Summary of Key Changes:

- **Classes will be smaller and your child may be with a different teacher**
- **Classes will form 'bubbles'**
- **The start of the school day and the end of the school day will be staggered.**
- **School will close at lunchtime on Friday.**
- **A strict one way system will be in place from 1st June**
- **The school kitchens will be providing a 'cold pack up' lunch only**
- **Please only contact the school office by phone**
- **After School Club and Breakfast Club will remain closed**
- **The trim trail is closed. Please do not allow children to use it.**

Classes will be smaller and your child may be with a different teacher

On return to school classes will be smaller than how they were prior to closure of school. As far as possible we have tried to put children returning to school with their class teacher or members of the school team that they are familiar with.

On return to school the teaching structure will be as below:

- **Nursery: Miss O'Brien and Mrs Wood**
- **Reception: Mrs Burrell and Miss Bendelow**
- **Year One: Miss Gloag and Mrs Cooke**
- **Year One: Miss Lonsdale and Mrs Warriner**
- **Year Six: Mrs Collier and Miss S Wilson**
- **Year Six: Mr Challenger and Mrs Twinn**

For pupils of Key Workers and those pupils with an EHCP or vulnerable that are not in Nursery, Reception, Year One or Year Six there will be two classes:

- **Year Two/Three pupils: Mrs Bullock and Mrs Reeves**
- **Year Four/Five pupils: Mrs Atkinson and Miss Bryan**

For all other pupils school remains closed. Online learning will continue to be available and will continue to be led by Mrs Turner.

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Classes will form 'bubbles'

Each class will form a 'bubble'. Government advice has indicated that children –those of primary age – may find social distancing challenging. To keep everyone safe each class will be a 'bubble'. What this means is that, although there will be social distancing within each class, or bubble, there will be times where this is just not possible e.g. a shoelace needs tying or help with zipping up a jacket on a cooler day.

Each bubble has to remain completely separate from another bubble. This means that we will be unable to have assemblies as a school and breaks and lunchtimes will need to be staggered. Children will be unable to spend time with children in another bubble. Lunches will be taken in their bubble, currently this will be in the classrooms.

What will classrooms be like?

Each bubble will have its own cleaning and first aid equipment with a designated first-aider. Each bubble will have its own toilets, cloakroom and sinks to prevent children mixing with children from other bubbles.

Classrooms will look and feel different. To allow for more regular cleaning and to prevent the potential spread of the virus, desks have been spaced out within the classrooms and most soft-furnishings removed. Most children will have a table that they are based at and use throughout the day.

Which classroom will my child be using?

Most children will be in the same classroom, they are already familiar with. However, to allow for smaller groups, some classes will be working in different rooms:

Rooms that are being used:

- **Nursery –Nursery Classroom**
- **Reception- Reception Classroom**
- **Year One pupils –Miss Gloag's current classroom/ Mrs Bullock's current classroom**
- **Year Six pupils -Mrs Turner's current mobile and Miss Wilson's current mobile.**
- **Year Two/ Three key workers and vulnerable groups –Mrs Holmes' current classroom**
- **Year Four/ Five key workers and vulnerable groups – Mrs Atkinson's current classroom**

Arrival at school

A strict one-way system will be in place from 1st June

For children in all year groups (other than Nursery) Entry on to the school site will be from the Children's Centre gate only. The exit route will be through the Community Gate only. This will be in place at the beginning and end of the day.

Staggered start times:

To support with social distancing we are staggering the start times for pupils at the beginning of the day.

PLEASE DO NOT COME TO SCHOOL BEFORE YOUR DROP OFF TIME

- **Nursery 8.50 -9.00am -drop off in Nursery outdoor area**
- **Year Six -8.50-9.00am**
- **Year Two/ Three key workers and vulnerable groups- 8.50-9.00am**
- **Year Four/ Five key workers and vulnerable groups- 8.50-9.00am**
- **Year One –9.05-9.15am**
- **Reception –9.20-9.30am**

If you have children in different year groups bring all your children in at the earlier time.

For example:

*You have three children in school, a child in Reception, a child in Year One and a child in Year Six. **Arrive with all children at 8.50am***

*You have a one child in Reception. **Arrive at 9.20am***

When you come on to the school site you will be directed to where you need to stand with your child.

Please can we ask that only one adult accompanies a child or family group to school. If you do need to bring other siblings with you they must remain with you at all times.

Please be aware that you will not be able to speak to your child's teacher in person. If you do need to speak to your child's teacher please ring the school office to request a phone call.

Please do not be late for school –by doing so you are putting others at increased risk. Gates will remain open until 9.30am. If the gate is closed then you will need to contact the school office to arrange how we will can arrange your child's entry into school.

Collection at the end of the day

Just as at the beginning of the school day the end of the school day is staggered.

PLEASE DO NOT COME TO SCHOOL BEFORE YOUR COLLECTION TIME:

- **Nursery 11.30am Nursery outdoor area**
- **Year Six - 3.10pm -3.20pm Staggered**
- **Year Two/ Three key workers and vulnerable groups- 3.00pm**
- **Year Four/ Five key workers and vulnerable groups- 3.00pm**
- **Year One –2.45pm**
- **Reception –2.30pm**

When you arrive on school site you will be directed where to wait for your child.

If you have children in different year groups e.g. a child in Reception and a child in Year 6 you will collect the children at the earlier time of 2.30pm

School will close at Lunchtime each Friday

This is to allow for deep cleaning and for teacher planning and preparation time. This decision has been made to reduce the number of adults working within each bubble.

Friday closing times:

- **Nursery 11.30am**
- **Year Six - 12.00 -12.10pm Staggered**
- **Year Two/ Three key workers and vulnerable groups- 12.00pm**
- **Year Four/ Five key workers and vulnerable groups- 12.00pm**
- **Year One –12.15pm**
- **Reception –12.30pm**

What else should I be aware of?

School Dinners

The school kitchens will be providing a 'pack-up' lunch or 'pasta pot' only. This will be brought to the children in their classrooms. If your child does not require a school provided meal they will need to bring a packed lunch with them.

On Friday children will be provided with their lunch if required —before going home.

Please look out for a separate message regarding school meals.

For those pupils who will not be attending school and are in receipt of the Free school meals the voucher system will continue.

School Uniform

Children will need to wear school uniform on their return to school. To prevent the spread of the infection it is recommended that this is washed as regularly as possible.

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Please only contact the school office by phone

If at all possible only contact the school office by phone. If you do come to the school office the glass screen will need to remain closed you may also only be able to speak to the office team via the intercom.

Bringing items from home into school

| Please bring in: | Please leave at home: |
|--|---|
| Packed lunch in a Washable container | Everything else: -Pencil case -Toys -Teddies -Bikes/ Scooters -Soap |
| A Water Bottle | |
| Medication if prescribed –e.g. inhaler | |
| PE Kit -labeled with name | |
| Coat or Jacket | |
| Hand cream –if needed | |
| Sun cream clearly labelled –if needed | |
| Sun hat | |

Similarly we will not be sending items home with the children, we will not be sending home reading records and reading books home. As soon as we are able to do so safely we will be reinstating home reading books and records.

Thank you for taking your time to read through this letter. There is a huge amount of information within it. Everything we have done is with the safety of your children and the adults that work at our wonderful school. If you do have further questions please get in touch and we will try to answer any questions you may have.

There will be a letter for your child which will be sent out by the end of this week –please read this with them so that they also understand some of the changes that we have made to school.

Please remember that currently there are no penalties for children that do not attend school.

Yours sincerely

Mr R Chandler
Headteacher