

16<sup>th</sup> July 2020

Dear Parents/Carers,

On Thursday 2<sup>nd</sup> July, the Government released guidance to all schools regarding school arrangements from September 2020 onwards. It is the Government's plan that all children, in all year groups, will return to school full time from the beginning of the Autumn term.

As a staff team we have been planning our return in September. We have had discussions and support from the Blue Kite Trust and other Trust Headteachers to decide the best way forwards. We will follow Government guidance, minimise the risk and keep all staff and children as safe as possible. We have completed our risk assessments and would like to reassure you by sharing our plans. Many of the protocols and procedures we have had in place this term, will continue next term. We ask that parents adhere to these plans and support us in ensuring everyone's safety.

The Government have stated children can be in 'bubbles' the size of a normal class of children. Therefore our bubbles will be:

- Nursery Poppy & Daisy Classes
- Reception Sunflower Class
- Reception Bellflower Class
- Year 1 Tulip Class

**Covid 19 procedures:**

- Class size bubbles
- Promote 'catch it, kill it, bin it' regime for coughing and sneezing
- Hygiene station in each room – with tissues, hand gel and bins
- Wash hands on entry to school
- Washing hands more frequently timetabled throughout the day, for at least 20 seconds with warm water and soap
- Teaching children about germs and the importance of handwashing
- Not allowing children to hug one another
- Taking temperatures of children who look flushed
- Sending any unwell children home immediately
- Asking parent to ensure any children who are ill stay at home
- Classroom activities spaced out inside and out
- Playing outside as much as possible
- One section of toilets per bubble group
- Staff wearing PPE when dealing with any intimate care
- Children only interact with children and staff in their bubble group, including at breaktime
- Postbox on the wall outside the main office for any communication
- Increased cleaning

Please talk to your child about Coronavirus and why it is important to wash their hands and cough or sneeze into their elbow. We will go through all this with the children in September and explain our expectations, but would appreciate parents also explaining this before we return.

**Communication**

Our normal methods of communication will continue to be used – via emails, fortnightly newsletters and when urgent, a text message. We want to get to know our new families, and this is a little harder when we cannot communicate face to face like normal. But please be assured, we want to support you and your children whilst they start school. Please do not hesitate to email or phone the office, or pop into the office in a socially distanced way. It can be daunting when your child first starts school and we are happy to help.

**Staffing**

Staff will be allocated to their class bubble. We will be trying to ensure staff stay within their bubble class group, as much as possible. If staff need to swap bubble groups, they will do so in a socially distanced way, this may be for teacher’s planning sessions or lunch duty.

**Drop off and Pick up**

Drop off and pick up should be quick and will be via an allocated playground. Parents should stand at least 2 meters apart and will not be able to talk to the teacher at drop off, but please contact the office if you would like to speak to your child’s teacher and we will give you a call.

***Year 1 please note a 5 minute change in drop off and pick up times.***

		<b>s</b>
y Poppy Class y Daisy Class	Outside the nursery gate Parents to stand on lines 2 meters apart	n – 11:30am m – 3:15pm
flower Class	Outside the left hand Reception class gate (looking at building) Parents to stand on lines 2 meters apart	ff 8:50am o 3pm
flower Class	Outside the right hand Y1 class gate (looking at the building) Parents to stand in line 2 meters apart on left hand ma	ff 8:50am o 3pm
p Class	Outside the right hand Y1 class gate (looking at the building) Parents to stand 2 meters apart on right hand marks	<b>ff 8:45am</b> <b>o 2:55pm</b>

**Break and Lunchtimes**

**Nursery** children will have a snack within their morning or afternoon nursery setting. 30 hour children will be supervised during lunchtime in the studio next to the hall.

**Reception and Year 1** children will have snack time within their morning learning session in their classroom. Reception and Year 1 children will have their lunch in the hall. The tables will be set out at 3 corners of the hall, in order to social distance as much as possible. Staff will bring the children their dinner and clear it away again.

During lunch play, the children will be allocated one area of the playground on a rota basis and given a class box of playground equipment such as balls, skipping ropes etc.

We will aim to keep bubble staff members with each class during their lunchtime.

**Hot meal provision** will resume in September, so please remember to sign up to choose your child’s preferred options. We would like all children to utilise the free school meal and strongly encourage parents to try a hot meal for their child each day. Meals need to be booked at least a week in advance using the Parentpay online system. New parents will receive their Parentpay account and log in by Friday 21<sup>st</sup> August.

**Wrap around Care**

We will be able to offer wrap around care for Year 1 and Reception children from September.

Sunrise Breakfast Club 7:30am to 8:50am

Sunset After School Club 3:00-4:30pm or 3:00-6:00pm

- For Y1 children Sunrise and Sunset clubs will be from their first day back to school, 3<sup>rd</sup> September.
- For Reception children Sunrise Breakfast Club will start from 14<sup>th</sup> September.
- For Reception children Sunset After School Club will start from 17<sup>th</sup> September.

The care will take place in year groups. Where possible we have tried to allocate year group staff, so we mix as few staff as possible.

Sunrise breakfast club will take place in the hall and studio, with access in via the studio door.

Sunset after school club will take place in the KS2 classrooms (to the back right of the school), with a snack bag with a sandwich or wrap for their light tea. Access from the side gate to the right hand side of school, past the bike shelter. When collecting your child please ring the video doorbell on the gate.

Booked in advance and paid for in advance, using Parentpay. New parents will receive their Parentpay account and log in by Friday 21<sup>st</sup> August.

### **Curriculum & catch up learning**

On return to school, we will focus on supporting the children's social and emotional development. Please let us know if you feel that your child requires any extra support eg due to a change in family circumstances such as relationship changes, illness or bereavement. For Nursery and Reception children the beginning of the EYFS curriculum is all about learning how to play and learn together, the class rules and getting to know our teachers and friends. For Year 1 children, we will begin with the class routine and getting to know our new teachers and then start with a revision of some EYFS learning. We will assess the children in an informal way in September and any catch up plans will be part of our normal delivery of lessons. We will identify any gaps and then plan for further learning and extension for each child. We are planning our normal broad and balanced curriculum with exciting topics to engage the children.

### **Equipment**

Please could children bring in their PE kit and wellies at the beginning of term to leave in the cloakroom. Children will be allowed to bring in a bookbag to carry items to and from school. They will need a filled water bottle every day. Any medication eg inhalers should be brought to the main school office at the beginning of term.

In class children will have a little plastic zippy bag with their equipment inside eg whiteboard, pen, pencil, counters etc. This will mean less sharing of equipment.

### **Cleaning**

We will continue cleaning the school following the Government guidance. As our school is growing there were already plans for additional cleaning staff. We have now recruited these cleaners and have begun our induction process, so the extra staff members are ready to begin in September.

### **Other Changes**

Assemblies will take place in the classroom or virtually. We do not know if events such as parents' evening, or Christmas productions can go ahead at this stage and will share further information when we are able.

### **Stay at home**

Please can we remind you, it is essential that if your child, or anyone in your household, is unwell and presenting with any symptoms that they stay at home. ***Please inform us if this is the case.*** A non-touch thermometer will be used to check children's temperatures if we are concerned about their wellbeing. If in doubt, we will contact you to arrange for you to collect your child immediately.

You must then arrange for a coronavirus test to be completed for the child and family members – the office is happy to support you with this. Please then share the results with school as soon as possible. The Government also request that we all engage with the NHS Test and Trace process to stop further outbreaks.

Thank you to those families who have been working with us through this uncertain time. We look forward to welcoming you and all our new families back in September. Please do not hesitate to contact us with any queries or concerns.

Yours sincerely



Mrs J Fraser  
Headteacher