



19th May 2020

Dear Parents

Thank you to all of you who have already let us know if you require a place for your child when the school reopens. It has given us an idea of how many children to expect and so we have based our planning around that information. However, a number of parents would like some more information in order to make their decision, so I am going to outline some of our plans which I hope will help you.

I would like to emphasise that these plans are proposed plans and are subject to change as the government's reaction to the COVID-19 pandemic shifts and it changes its guidance to schools. Our plans are also dependent on advice we receive from the Local Authority. However, I will try and keep you all informed of any major alterations to what we are planning.

The government's expectation for schools to reopen, and the measures that we will have to put in place, will mean that we will be closed on Monday 1st June (previously an inset day), although not to children of critical workers or vulnerable children, so we will reopen from Tuesday 2nd June. This is in order to have time to set out the classrooms and to brief all staff around our new safety measures and our changed way of working. As we continue to be open on the bank holiday and throughout the half term, we are unable to plan with all our staff until Monday 1st when we will be looking at the children coming in and placing them in their new groups of fifteen. We will only be able to place those children whose parents have let us know that they require a place for their child.

As explained previously, all children will be in groups of no bigger than 15. They will be taught by a teacher or teaching assistant; this may or may not be adults from their usual class and they may or may not be with their friends (although we will do our very best to ensure that they are with children we know they like and get on with). Please note that we are not able to accommodate requests for your child to be with a particular teacher or with particular friends; we are also unable to let you know which group your child would be in at present, as this will only be decided once we have firmer indications on numbers. As we are unable to share class lists with parents due to GDPR legislation, and it would be impractical for us to email/text/phone every parent to let them know which class their child has been allocated, we will let the children know when they arrive on the 2nd June. Please do not ring the school office to ask for your child's class. Once in these groups, there will be no movement unless numbers significantly reduce and we can reduce the staffing levels. We will always try and ensure we have the minimum number of staff on site whilst maintaining our levels of supervision and safeguarding. During playtimes and lunchtimes children will be kept within their group and there will be little if any mixing with other groups of children. This is to keep your children and our staff as safe as possible. We will be trying to place all our children of critical workers and our vulnerable children in the same class within their year group, thereby reducing the exposure of those children to our "new" children coming in.

It is only fair to highlight that the guidelines around children staying in small groups and not ‘mixing’ with other groups does unfortunately mean that it is highly unlikely that some of our usual end of year activities – particularly those for year six, including the leavers’ assembly and production – will be able to go ahead. I know this is disappointing, but unfortunately it is the nature of the current situation and it will be important to manage your child’s expectations around this in a sensitive way if they are returning. We will, of course, still endeavour to make the remainder of the school year as enjoyable and memorable as possible.

Each group will be assigned a classroom, and within that classroom each child will be given their own seat and desk and will be expected to only use that seat and desk. In early years that is more likely to be a carpet space. Although we will try to space the children out as much as possible within their classroom, it would be unrealistic for adults to expect children to be able to adhere to a 2-metre rule at all times. In order to reduce the number of children needing to eat school dinners in the school hall, we are asking that, where possible, parents provide packed lunches instead. If you would like the school’s catering service to provide a picnic bag, that can be ordered. If your child is in receipt of free school meals, then you can order a free picnic bag. At this stage, the school kitchen will not be cooking any hot meals. The children will eat their packed lunches in their classroom, before having playtime outside in their group.

In order to reduce the number of parents on site at one time, we are asking that only one adult drops off and picks up their child and that where possible other siblings are not with them. We are instigating a one-way system, with all adults and children arriving in through the pedestrian gate and exiting through the nursery/lollipop gate. The gate from Birbeck Place will be closed. Nursery children will be the only group of children who may enter through the pedestrian gate and then cut through to the reception/nursery outside area. All other groups of children (including reception children) should walk all the way around the school to get to the classrooms and then exit out through the nursery/lollipop gate. We would really appreciate your cooperation on maintaining this one-way system. Parents are asked to ensure that, as far as possible, both they and their child maintain at least a 2-metre distance from other parents, other children and staff members when on the school site.

We have staggered the drop-off and pick-up times, although where there are siblings coming into school with different times, they can be dropped off at the same time – whichever suits you best. For children of critical workers or vulnerable children, their hours will remain the same, i.e. 8.45 – 3.10, although we request that you also follow the one-way system please. The table below gives you the new drop-off and pick-up times.

	Drop-off time	Pick-up time	Location of pick up
Y6	8.30 – 8.45 am	2.45 pm	Outside nursery gate
Y1	8.45 – 9.00 am	2.55 pm	Middle playground
YR	9.00 – 9.15 am	3.05 pm	Outside allocated classroom
YN	9.15 – 9.30 am	3.15 pm	Early Years outside area



Every Wednesday we will close our school for the afternoon to accommodate the teachers' planning, preparation and assessment time. This would normally be covered by our regular supply teachers or our higher level teaching assistants, but in order to reduce the number of adults we are exposing children to, we have made the decision to close early. The children will not eat lunch at school on Wednesdays. This will not affect the children of critical workers or our vulnerable children, who can stay until their normal pick-up time.

The table below indicates the pick-up times for Wednesdays.

	Pick-up time	Location of pick up
Y6	12.00 pm	Outside nursery gate
Y1	12.10 pm	Middle playground
YR	12.20 pm	Outside allocated classroom
YN	12.30 pm	Early Years outside area

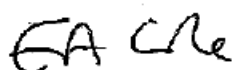
As you can see for the location of pick up for Y6, we have said "outside nursery gate". Most of our Y6 pupils walk home, but if you are picking up your child, in order to reduce the number of adults on our site, please would you wait outside on the pavement by the nursery gate. If there are many of you waiting, please adhere to the social distancing rule of 2 metres.

We will be implementing additional hygiene measures with the aim of preventing the spread of germs as much as is realistically possible. This will include frequent hand washing, and more frequent cleaning of equipment. In order to limit the exchange of shared items, children in Y6 are asked to provide their own stationery and to leave that in school for the duration of these new arrangements. Any children with any symptoms of Covid should not be sent to school, and parents must adhere to the government guidance on isolating if another member of the family has symptoms. If a child develops any symptoms during the school day, they will need to be collected immediately. Parents are encouraged to wash their child's school uniform on a daily basis. Children still need to have a PE kit in school, and this will be sent home to be washed after each use.

For all children who are not returning to school on the 2nd June, we will be continuing with our on-line learning and that will be similar to what we are covering in school.

I hope that this lengthy letter will help you make your decision about whether to send your child back on the 2nd June. We will need your final answer by Friday 22nd May in order to make further plans. Our expectation is that, should you require a place, your child/children will return fully and attend every day. We are not in a position to personalise school days and school weeks for individual children.

Yours sincerely,



E A Cole (Mrs)
Headteacher

