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Headteacher: Miss K Aldred

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Dear Parents/Carers

I would like to begin this letter by saying thank you; to our parents who have supported us throughout this period of closure, to our children who have worked so hard at home and kept us all smiling with pictures of their home learning and to my staff and governors, who have worked tirelessly, to ensure our school remained open over the last 8 weeks for key worker families and our most vulnerable children, whilst ensuring home learning was provided for all. This support has made a very challenging period a little easier.

As I know you will appreciate, the gradual reopening of schools during an on-going pandemic is hugely complex and not without risk and it is important that I am open and transparent with you all.

I have outlined below how we plan to open the school to more children, on **Tuesday 2nd June**. Assuming the government states it is safe to do so. I assure you, every decision has been taken with the sole aim of keeping everyone, as safe as possible. We have followed guidance issued by government, much of which is widely available on the internet. The government have also issued a specific parent document which can be found here: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Some of our decisions will vary from those of other schools; our buildings are very different; our staff and children are all different. The government has given each Headteacher the autonomy to make the best decisions for their own schools. I am mindful that sometimes these decisions will not suit every family, however, based on our risk assessments, considering our school context I believe these are the right decisions to keep everyone as safe as possible.

What I cannot give you, however, is assurance that Covid-19 is not and will not be present in our school and given the age of our children, particularly in early years, I cannot underestimate to you, the challenge social distancing will present.

You will see from the plan outlined below that when the children do come back, the provision offered will not be the familiar routine of school as it was before we closed. We have had to strike a careful balance, keeping everyone safe whilst considering the impact on our very young children's mental health and wellbeing.

It is also clear from government guidance that any family who choose to keep their child at home during the remainder of the summer term will not be penalised for non-attendance. As part of our plan we will continue to provide home learning, for all year groups to support those children unable to attend school at this time.

I do not underestimate how difficult a decision this is for parents. To that end I have included as much information as possible so that you can make an informed decision.

What is our plan for a return to school?

Because of the size of our school and the number of available staff we will need to take a **phased approach** to returning to school. This means that Reception and Year 1 children will return to school on a **part-time rota basis** in order to reduce risk and keep both children and staff as safe as possible.

In line with Department for Education (DfE) guidance we will not be able to welcome back Year 2 children initially. Subject to further guidance, we have a plan in place, should the government advise us that Year 2 can safely return to school.

What does this mean for your child?

Initially just for Reception and Year One, but eventually also Year 2, each class will be divided in half, forming group 1 and group 2. Each group, in turn will come to school for one week and then spend a week at home. This week on, week off cycle will continue throughout the remainder of the summer term. You will be informed which group your child is in and therefore which weeks they will be attending school.

Pupil groups

Government guidance is clear that children must not be taught in groups larger than 15. These smaller groups will be taught by their class teacher and support staff familiar to them. This team of staff will remain with this group and we will endeavour to try to ensure staff are not switched although this may not always be possible.

Each group will work in an age-appropriate area of the school and in most cases, we have been able to facilitate your child using their usual classroom. Cherry Class will move across to the Children's Centre building. This will ensure our youngest children are able to carry on learning, in an age appropriate manner, in the safest possible way, maintaining the integrity of our plans to prevent unnecessary mixing.

We will always aim to ensure a 2-meter distance between each person, within the school buildings. Children will play within their groups at break and lunchtime and will not be allowed to join with other groups. We will remind children about the importance of distancing at playtime but cannot ensure 2 meters space during these free play periods.

Key worker and Vulnerable Children

Our existing vulnerable and key worker parents, who have been using our service for their children will still be welcome to attend school as they have been over the past eight weeks. Your children will be reserved a place, with their usual class teacher and wherever possible we ask that you now drop off and pick up at the allotted times outlined below.

Staggered drop off and pick up times.

We will stagger the drop-off and pick-up of children to ensure large groups of parents and carers do not gather, leading to social distancing becoming compromised.

Start and end times will be as follows:

YEAR 1			
Drop off time:	08.50am		
Pick up time:	2.45pm		
BEECH class drop off/pick up point:	School front door	OAK class drop off/pick up point:	Ramp entrance

YEAR R			
Drop off time:	09.15am		
Pick up time:	2.30pm		
MAPLE class drop off/pick up point:	School front door	CHERRY class drop off/pick up point :	Children's Centre car park

Please note Year 2 start and end times are listed below for information only. At this time we are unable to offer Year 2 children a place back at school.

YEAR 2			
Drop off time:	08.30am		
Pick up time:	3.00pm		
CEDAR class drop off/pick up point:	School front door	HOLLY class drop off/pick up point :	Ramp entrance

Entry to school site

Before entering the school, parents must ensure children have thoroughly washed their hands at home. On entry to the school all children and adults will use hand sanitizer and then wash their hands at designated sinks.

To limit congestion and aid social distancing measures outside of the school only **one parent** can drop children off, at their designated entry point, at their designated time. Signs and posters will be displayed to show parents where and how they should safely line up, observing social distancing measures. Children will also leave by the same place, observing those same measures.

Parents must arrive promptly to ensure we have sufficient space between parents outside the building and should not gather in groups once their child has been collected.

To keep everyone as safe as possible **parents, and any other adults will not be allowed access to the school building, unless it is deemed an emergency.** A member of staff will be at each entry point to escort children safely to their classroom and take quick messages. Any parent that has a query will need to telephone or email the school office to arrange a telephone discussion.

If children use bikes and scooters on the way to school these cannot be left on the premises and must be taken away again.

Before and After School Provision

Due to the risk of cross contamination there will be no breakfast club, after school clubs or after school care club provision for the duration of the summer term.

Enhanced Cleaning

The school will be subject to daily enhanced cleaning routines. High touch areas, within the classrooms and communal areas will be cleaned frequently throughout the day.

Every evening the whole school will be cleaned by our team of contractors.

Communal areas

We will limit the crossing of group movements around the school at any one time. Some areas will be closed off e.g. small shared group areas, library, cloakroom areas and the office reception area. These communal areas are the greatest risk to cross infection. Children and staff will remain in their learning area or outside as much as possible.

Toilets will be assigned to class groups of children, supervised by staff, and cleaned frequently.

Classroom organisation

In Year 1 and eventually Year 2 tables will be separated, and children will sit on individual tables ensuring a 2-meter distance where possible.

For our Reception children, in reality we know that it will be impossible to enforce a 2-meter social distancing rule. Therefore, in our EYFS classrooms as much unnecessary equipment and furniture will be removed to provide the biggest possible floor area for each class group. We will limit the current reception building and outdoor space to one group at a time, allowing and encouraging social distancing, in an age appropriate way. The second reception class, Cherry will move to the Children's Centre building allowing access to an age-appropriate, safe, indoor, and outdoor environment.

Each learning area/classroom will have appropriate cleaning spray and wipes in order to continually clean areas such as tables, backs of chairs door handles.

Children should wear their school uniform and parents should facilitate a full change of clean clothes every day.

Doors will be propped open to reduce staff/children touching communal surfaces and windows will be opened for ventilation.

Unnecessary items will be removed from the classroom to reduce infection risk and assist in cleaning. No toys or any other objects can be brought to school.

Children will have pens, pencils and any other basic equipment in a tray with their name on it. Children will not be able to share equipment. Children should not bring any personal items to school

Hand sanitizer will be available in each of the classrooms and all communal areas such as the reception area and entry points. Reminders to use hand sanitizer and regular handwashing will be placed all around school and children will be encouraged and supervised to wash their hands several times during the day.

Lunchtime

A cold packed lunch will be provided to each child in school. The children will eat their lunch in the classroom.

Each child will need to bring their own clearly named and filled water bottle.

Children will have staggered lunchtime play sessions so that no more than two groups are outside at any one time. Each group will be designated an area, for example the playground or the field. The two groups of 15 will not mix. Any playtime equipment used will be washed and sanitized before use by any other groups. The children will change their designated play area on a rota system.

Illness

If a parent suspects or knows that their child is ill, they **MUST NOT** send them to school and will need to ring the school office to inform us.

If anyone has a cough/temperature/feels unwell at school (showing signs of CoVid19) parents will be contacted and children will be sent home. The child will need to self-isolate for 14 days, or until tested negative. If a child is waiting to be collected, they will be kept in a safe room with the door closed and a window open.

If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the child/adult is in must be sent home and they must self-isolate for 14 days.

If other cases are then also confirmed at the school, then Public Health England will advise the school on next steps/possible closure.

Staff

We have a wonderful staff team at school who have worked incredibly hard over the last few weeks but as I am sure you will be aware, not all of them will be able to return, as they are following the advice from the Government regarding people who are or who are living with someone who is 'clinically extremely vulnerable'. This means that we have a significantly reduced staff group. My team are completely dedicated to your children. However, should our staffing levels reduce further we may need to reconsider how many children we can safely accommodate, and our plans may have to change. We will do everything we can to avoid this scenario.

I appreciate this is a lot of information to digest and consider. As the pandemic evolves some of our measures will inevitably need to adapt and change but, I hope this letter gives you a sense of the measures we have planned to safeguard your child/children and school staff..

My staff team have drawn up groupings, for each year group, based on the indicative responses you all submitted via our Smart Survey. If, now having further information you wish to change your decision please email info@bagshot.surrey.sch.uk informing me of your decision. **Please do this no later than midday on Monday 25th May 2020** ***If you have not changed your mind please do not send an email.***

At this point we will finalise groupings and the weekly rotation and share these with you.

As ever, stay safe, keep your family safe and I hope to see some of you soon,

Yours sincerely

Miss K Aldred