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Dear Parents/Carers

I hope this letter finds you all safe, well and ready for the summer break ahead.

Further to government guidance, issued to schools on Thursday 2nd July, I have outlined below how we plan to open the school to Year One and Two children, on **Wednesday 2nd September**, assuming the government confirms it is safe to do so, at that time.

Some of our decisions may vary from those of other schools; our buildings are very different; our staff and children are all different. I am mindful that sometimes these decisions will not suit every family. However, based on our risk assessment, and considering our school context, I believe these are the right decisions to keep everyone as safe as possible.

You will see from the plan outlined below that when the children do return, the provision offered will not be the familiar routine of school as it was before we closed in March. However, having now been open for the past term, to an increasing number of children, we have had the opportunity to adapt our procedures which will, in turn, help us re-open the school fully in September. We continue to strike a careful balance between keeping everyone safe and considering the impact on our very young children's mental health and wellbeing.

Whilst I recognise how nervous many of you will be about your child returning to school, the government has made it clear that attendance will become mandatory again, come September. To that end I have included as much information as possible about our procedures to reassure you. I appreciate many of you may have questions, specific to your family situation, that I have been unable to answer for you here. Please do not hesitate to get in touch if you would like to discuss anything with me.

What is our plan for a full reopening of school in September?

The government, along with Public Health England, has set out overarching, essential measures that schools should implement in September. Many of these measures have been in place, throughout the summer term and we are already following but, I feel it is worth highlighting them again for you here. There are some additional measures that schools, and parents are now being asked to follow:

Protective Measures

- *Anyone that is ill must stay at home.*
- *Everyone must undertake robust hand and respiratory hygiene regimes.*
- *Enhanced cleaning measures must be in place.*
- *Everyone coming to school must now actively engage with NHS Test and Trace.*

- *Schools should aim to reduce contacts and maximise distancing between those in school, as far as is reasonably practical.*

Pupil groups

Only Year 1 and 2 children will return to school on Wednesday 2nd September. Our new reception (Year R) children will start school on Monday 7th September. We have taken this decision in order to facilitate a smooth start to the new academic year for all children.

In line with the guidance we will minimise the number of contacts both staff and children will have each day. To achieve this we will continue with our 'bubbles' model but now have whole class 'bubbles', of up to 30 children, rather than the current government-mandated maximum of 15.

The children will be taught by their class teacher and appropriate support staff. Government guidance states that it is safe for staff to cross from one 'bubble' to another, so long as adults maintain social distancing, wherever possible. There will be times, when staff will work across their year group, for example Planning, Preparation and Assessment times (PPA) and lunchtimes, but we will keep this to an absolute minimum.

All year 1 and 2 classes will be in their usual classrooms. Cherry Class will continue to be taught in the former Children's Centre building. This will ensure that 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.

Children will play within their class bubbles at break and lunchtime and will not mix with other classes. There will be no whole-school assemblies or other gatherings.

Staggered drop off and pick up times.

The government has asked us to continue to stagger pick-up and drop-off times whilst ensuring the amount of teaching time is not reduced for any year group. 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 being compromised and class groups mixing. Whilst staggered drop-off and pick-up has been very successful this term, it will be even more important that you are punctual, when all children return in September. You will note there is only a 15-minute window to drop off and collect your child, so please do ensure you arrive and leave promptly.

At this time, we are unable to facilitate siblings being picked up at the same time. Please collect your child at their allotted time and place. As the term progresses, we will review this situation and consider how this could be adapted to help those of you with two children at school.

Start and end times will be as follows:

YEAR 2			
Drop off time:	8.30am		
Pick up time:	2.45pm		
CEDAR class drop off/pick up point:	School front door	HOLLY class drop off/pick up point :	Ramp entrance

YEAR 1			
Drop off time:	8.45am		
Pick up time:	3.00pm		
BEECH class drop off/pick up point:	School front door	OAK class drop off/pick up point:	Ramp entrance

YEAR R			
Drop off time:	9.00am		
Pick up time:	3.15pm		
MAPLE class drop off/pick up point:	School front door	CHERRY class drop off/pick up point :	Children's Centre car park

Entry to school site

Before entering the school, parents and carers 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/carer** 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 route, observing these 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 entry 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 with a query will need to telephone or email the school office to arrange a telephone discussion.

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

We recognise that those children and families joining our Reception classes in September will find it more challenging to drop their child at the gate or front door, initially. Therefore, for the first few days we have planned a safe way for those parents to enter the site, to support their child's transition.

Before and After School Provision

The government acknowledges the logistical challenges that schools face, of being able to safely provide before and after school wrap-around care, whilst maintaining the integrity of 'bubbles'. At this time we are unable to offer any wrap-around care or clubs for at least the first half term. We will of course review the situation, in line with government guidance, and are fully committed to working with our providers to find a way of offering some form of care for those working parents that have no alternative arrangements. I do appreciate how difficult this will be for some of you, and I would like to reassure you this is not a decision that has been taken lightly, but safety must always come first.

Enhanced Cleaning

The school will be subject to 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 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 year groups of children, supervised by staff, and cleaned frequently.

Classroom organisation

In Year two and eventually in Year one, tables will continue to be separated, and children will sit side by side, facing the front. For Year 1 children, upon their return in September, their classrooms will resemble more of a reception year learning environment that they were familiar with when they left us in March. This will change, but initially this setup will be more welcoming to them and aid in their transition to a more formal learning style.

All classrooms will have as much surplus equipment and furniture removed to provide the largest possible floor area for each class group. 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.

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

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

Guidance now allows children to bring a bag to school so book bags can be brought every day. Please ensure this is checked and emptied daily and wherever possible given a clean each night.

Children should wear their school uniform and parents should facilitate a full change of clean clothes every day, if at all possible.

Children will need to bring a full P.E kit, in a named bag to school.

Children will be allocated their own high-touch equipment such as pens, pencils, glue sticks, scissors etc. Children will not be able to share these items. 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 expected 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.

We are currently working with our caterers to establish if a hot lunch could be provided, but this is not likely to be before October half term. I will keep you updated on this.

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 classes are outside at any one time. Each class will be designated an area, for example the playground or the field. The two classes 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.

Only emergency and some routine medicines such as inhalers, EpiPen's and crème for eczema will continue to be administered to children. Calpol or similar will not be administered. Children requiring such medication should not be sent to school.

Hay fever medication should be administered at home before coming to school. If your child suffers from Hay fever, please inform the school office so that a note can be made.

If a child displays any COVID-19 symptoms in school, we will isolate the child immediately, contact you and ask you to come and collect them, and keep them at home until such time as you receive a negative test result. Children must be tested if they display any symptoms. If this happens, we will close down the class for all children and staff and no one should return to school until we confirm a negative test result has been received. If the result is negative children can return to school.

We are acutely aware that, as parents and carers, you like us remain very anxious about the Covid-19 situation and the impact the virus can have on us. For this reason, we are asking you, in the spirit of openness and honesty, to share, in confidence, with us if a household member is displaying symptoms. If this happens, we believe it is entirely appropriate, in order to prevent exposing the school community to unnecessary risk; to close the class as outlined above.

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

NHS Test and Trace

Government guidance is clear to schools that all members of the school community, including staff and parents should engage with the NHS Test and Trace service, when schools reopen fully in September.

All staff members and parents/carers will need to be ready and willing to:

- Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested; including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

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.

As ever, stay safe, keep your family safe and I look forward to welcoming you all back in September

Yours sincerely

Miss K Aldred