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Headteacher: Miss K Aldred

7<sup>th</sup> September 2020

Dear parents and carers,

I would like to begin this letter by saying thank you for your support over the past week. It has been a real pleasure to finally welcome nearly all our children back to school and we are equally as excited to meet our youngest children and their parents this week. I am grateful to everyone for following our new procedures regarding drop off and pick up times, maintaining social distancing outside the school and reporting illness in a timely fashion. It is, I believe only by working together that we will keep our school community safe. Over the coming weeks we will all become familiar with the new routines and undoubtedly adapt some of them, but I wanted to draw to your attention a few key areas:

### **Meet the Teacher**

Unfortunately, with the current restrictions that we are working within, it would not be sensible to bring large groups of parents together, within a classroom to meet their child's new teacher. Therefore, the teachers have prepared a short written summary of the main areas that they would have covered had the meetings been possible. These will be sent out to all parents this week. The teachers will also follow up with individual telephone calls to all parents, over the coming weeks, to touch base, introduce themselves and answer any questions you may have.

### **Class email accounts**

Over the summer holidays class email accounts have been set up for each class. We are acutely aware that, as parents, you do not have the same level of face-to-face access to the class teachers as you normally would. Therefore, if you have a query about your child's learning please email their teacher using the following addresses:

[maple@bagshot.surrey.sch.uk](mailto:maple@bagshot.surrey.sch.uk)

[cherry@bagshot.surrey.sch.uk](mailto:cherry@bagshot.surrey.sch.uk)

[oak@bagshot.surrey.sch.uk](mailto:oak@bagshot.surrey.sch.uk)

[beech@bagshot.surrey.sch.uk](mailto:beech@bagshot.surrey.sch.uk)

[cedar@bagshot.surrey.sch.uk](mailto:cedar@bagshot.surrey.sch.uk)

[holly@bagshot.surrey.sch.uk](mailto:holly@bagshot.surrey.sch.uk)

Absence reporting and messages regarding pick up etc. should *not* be sent via these email addresses. These should continue to go through the school office, either by telephone or email at [info@bagshot.surrey.sch.uk](mailto:info@bagshot.surrey.sch.uk)

Please do bear in mind that teachers will not respond to messages sent during the normal school day; their focus will rightly be on teaching your children in school. They will respond to your messages as soon as they are able either side of the time children are in school.

### **Home learning**

Whilst we fervently hope that there is no cause for any further national lockdown, localised lockdown may occur and as such we have been preparing a **plan b** should some or all children not be able to come into school. We

have created a short survey which I would appreciate you taking the time to complete. This will better help us understand the availability and access to technology you have at home and help us finalise our home learning plans, for the future. The survey can be accessed here: <https://www.smartsurvey.co.uk/s/8ZK4OD/>

In the interim we will be sending every child home with an exercise book over the coming week. Please keep this safe and only use it should we have to close a class bubble, or we are directed to close the school.

In the event of a class closure, due to a positive COVID-19 test the class teacher will send home learning, as we did last term, as soon as is practicable thereafter. We ask that children complete their daily directed tasks, either by printing the work given or by writing and answering the tasks/ questions in their exercise book provided. Each task should then be photographed or scanned and sent directly to the class email address and the teacher will provide feedback as soon as possible.

### **Illness**

In line with our updated protocols, which I notified all parents of on Sunday 6<sup>th</sup> September, it is imperative you keep your child at home, if they or a member of your household develops any symptoms of COVID-19. You should also book a test. I have a duty to report all suspected and confirmed cases to Public Health England and as such I request that you please inform me as soon as possible. In line with our updated protocols fellow non-symptomatic members of the class can continue to attend school. Upon receipt of a negative test outcome the class member may return to school, if they are fit and well to do so. Should a positive test outcome be returned we will advise Public Health England and close the class group for 14 days.

### **Key workers**

Part of our *plan b* is to ensure we hold an up-to-date directory of parents and carers that fall into the category of key workers. Should a lockdown occur again children with key worker parents will be entitled to attend school. I am aware that parents' situations may have changed over the last few months and would now request that all parents, in all year groups send an email to [info@bagshot.surrey.sch.uk](mailto:info@bagshot.surrey.sch.uk) if they believe they fall into the key worker category as defined by the government. Please ensure you title your email: KEY WORKER and include the name of your child, their class, and your occupation and place of work (i.e. organisation name). Once we are in receipt of your declaration, we may contact you to verify your occupation with an ID card or employer letter. This information will only be stored for the purposes of establishing an accurate database, should we be required to restrict the number of children coming to school once again.

### **School Lunch and Snack**

I am pleased to report that the free fruit scheme will start again this week. Each child will once again be provided with a piece of fruit daily, so you no longer need to send in a snack with your child.

We are continuing with the cold lunch option, for the time being. I have been working with our catering team to widen the choice of sandwiches and I am pleased to report that more choices will be offered this week, including a tuna sandwich, a sausage sandwich and on Friday we are going to trial fish and chips, delivered to the classrooms. It is our intention to restart hot dinners as soon as possible but, as with everything a little time is needed to bed in the new 'normal'.

### **Hand gel/Tissues**

As a school we are committed to ensuring the safety and wellbeing of all our children. Unfortunately, no additional funding has been provided for the copious amounts of hand gel and tissues we require for each class. Therefore, if you feel able, we would appreciate any donations of boxes of tissues. If you would like to, you could also send your child to school with their own bottle of hand gel that can be kept on their table, for use throughout the day. This is of course not compulsory, and we will continue to provide hand gel, soap, tissues for all children.

### **School Individual Photographs**

Whilst much has, by necessity had to change for our children this term I am mindful that they must not miss out on experiences wherever we can safely facilitate them. Therefore, after thorough risk assessment, we have

decided to go ahead with individual school photographs this term. The photographer will visit on **Friday, 11<sup>th</sup> September**. The photographs will be taken outside, maintaining social distance from the photographer at all times. The children will stand for the photograph and will not touch or stand on any equipment. The photograph may not be as high quality as we are used to but we felt it important to record this moment for you. Full details of how to purchase the photograph, should you wish to, will be sent to all parents in due course.

### **Staffing update**

Finally, I would like to update you on some staffing changes that have occurred since my last letter to you all at the end of term. Teaching assistants: Mrs Evans, Miss Jones and Mrs Minne have all moved onto new roles and Mrs Couzens has moved out of the area. I know you will join me in wishing them the best of luck.

We are pleased to welcome some new teaching assistants to our team; Mrs Winteridge to Year 2 and Mrs Weardon and Mrs Piper to Reception. We also welcome two new midday supervisors: Mrs Janca and Mrs Przybylska.

Kind regards

Miss K Aldred  
Headteacher