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Headteacher: Miss K Aldred

26th February 2021

Dear Parents/Carers

I hope this letter finds you all safe and well. I am sure, like me, you have welcomed the news that all children can return to school from 8th March. I am mindful that for many families, it is a while since the children were in school and there may be some anxiety from adults and children about returning. I thought it would be helpful to write to you and remind you of our protective measures. We have prepared a leaflet, attached to this email, for your children, to help ease any concerns and to remind them of the measures that will be in place. Please take some time over the next week or so to share this with your children.

In line with government guidance, we have retained our **COVID secure systems and procedures** that have been in place since September 2020. These measures aim to minimise the risks as far as we can for children, families and staff.

I am grateful to each of you for your support in following our procedures and I sincerely believe, by working together, and by following guidance, inside and out of school, we stand the best possible chance of keeping bubbles and the school open, so that children can return to school and not risk further disruption.

As ever, stay safe, keep your family safe and I look forward to welcoming you all back on 8th March.

Kind regards

Miss K Aldred

What is our plan for a full reopening of school on 8th March?

The government, with Public Health England, has set out essential measures that schools should implement. Many of these measures have been in place, throughout the Autumn term and we are already following these.

There are some additional measures that schools, and parents are now being asked to follow.

Pupil groups

We will continue to keep to a minimum the number of contacts both staff and children will have each day and will continue with our class 'bubble' model.

The children will be taught by their class teacher and appropriate support staff.

All classes will be in their usual classrooms.

Children will play within their class bubble at break and lunchtime and will **not** mix with other classes.

	There will be no whole-school assemblies or other gatherings.			
Attendance	Attendance is compulsory again from 8th March. The Government are clear that term time holidays will not be authorised, and normal circumstances apply. Schools are duty bound to follow this guidance.			
Staggered drop off and pick-up times.	The government has asked us to continue to stagger pick-up and drop-off times. Please collect your child at their allotted time and place, as detailed below:			
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	<p>On entry to the school all children and adults will use hand sanitiser and then wash their hands at designated sinks.</p> <p>To limit congestion and aid social distancing measures outside of school only one parent/carer can drop children off/collect children, at their designated entry point, at their designated time.</p> <p>Parents must continue to wear face coverings and line up safely, observing social distancing measures and all children must stay with their parent or carer. Please do not allow your child to run up and down lines or around carparks.</p> <p>Children will leave by the same route, observing these same measures.</p> <p>Parents must arrive promptly, in line with their child's staggered drop off and pick up times, to ensure we have sufficient space between those outside the building and should not gather in groups once their child has been collected.</p> <p>To keep everyone as safe as possible parents and any other adults will not be permitted to enter the school buildings, unless it is deemed an</p>			

	<p>emergency. A member of staff will be at each entry point to escort children safely to their classroom and take short messages.</p> <p>If children use bikes or scooters to get to school, these cannot be left on the premises and must be taken back home by parents/carers.</p>
Class email	<p>Class email accounts will remain active upon our full reopening but will now be diverted to the school office. Teachers will not be able to look through them and respond as they have during lock down so please ensure any urgent messages go straight to the office.</p> <p>info@bagshot.surrey.sch.uk</p>
Enhanced Cleaning	<p>The school will continue to be subject to enhanced cleaning routines. High touch areas will be cleaned frequently throughout the day.</p> <p>Every evening the whole school will continue to be thoroughly cleaned.</p>
Communal areas	<p>We will continue to limit the group movements around the school.</p> <p>Toilets will remain assigned to year groups of children, supervised by staff, and cleaned frequently.</p>
Classroom organisation	<p>In Year two and Year one, tables will continue to be separated, and children will sit side by side, facing the front.</p> <p>No toys or any other objects can be brought to school.</p> <p>Each classroom has appropriate cleaning materials to continually clean tables, backs of chairs and door handles.</p> <p>Doors will be propped open to reduce staff/children touching surfaces and windows will be opened for ventilation.</p> <p>Book bags can be brought every day. Please ensure your child's is checked and emptied daily and wherever possible cleaned each night.</p> <p>Reading books will continue to be sent home. They will continue to be subject to 72hrs quarantine upon their return, before being re-issued.</p> <p>Children are allocated their own high-touch equipment such as pens, pencils, glue sticks, scissors etc. Children do not share these items.</p> <p>Children should not bring any personal items to school.</p>
Hand washing	<p>Hand sanitiser is available in each of the classrooms and all communal areas including entry points.</p> <p>Children are supervised to wash their hands several times during the day and I would appreciate your support in preparing your child at home, to expect this.</p>
School Uniform	<p>Children should wear their school uniform, and parents should facilitate a full change of clean clothes every day.</p> <p>I appreciate that feet may have grown somewhat in the past few weeks and non-essential shops remain closed. If you find that your child's shoes no longer fit, please feel free to send them back to school in trainers or other shoes that do fit. Ideally these should be dark in</p>

	<p>colour. Shoes or trainers are acceptable but, boots, crocs or flip-flops are not.</p> <p>Children must bring their full P.E kit to school, in a named bag.</p> <p>The children should bring their welly boots back to school and leave them each night.</p>
Lunchtime	<p>Hot lunches will be provided to each child in school.</p> <p>The children will eat their lunch in the classroom, as before Christmas.</p> <p>Each child should bring their own, clearly named and filled, water bottle.</p> <p>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 sanitised before use by any other groups. The children will change their designated play area on a rota system.</p>
Snack	<p>We understand that the free fruit and vegetable scheme will resume for all children on 8th March.</p>
Curriculum	<p>We will continue to offer a full curriculum for our children. When they return, we will work with them to assess what they can do and what they are finding difficult and plan accordingly.</p>
Absence Reporting	<p>Please report your child's absence to us before 9am in the morning either via telephone or the school office email: info@bagshot.surrey.sch.uk telling us your child's name, class and the reason for their absence.</p>
Bubble Closures	<p>If we must close a bubble because of a positive case and or staff shortages, remote learning will be provided via Google Classroom, in line with our procedures.</p>
Illness	<p>If a parent/carer suspects or knows that their child is ill, they MUST NOT send them to school and will need to ring or email the school office to inform us.</p> <p>Only emergency and some routine medicines such as inhalers, EpiPen's etc. are administered to children. Calpol or similar will not be administered. Children requiring such medication should not be sent to school.</p> <p>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.</p>
COVID Illness	<p>If your child or anyone in your household has ANY COVID symptoms they should not come to school and should all self-isolate in line with guidance until a test has been taken and a negative result obtained.</p> <p>If a child displays any COVID-19 symptoms in school, we will isolate</p>

	<p>them 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.</p> <p>If a child is absent for a COVID-related absence e.g. they have been in close contact with a positive COVID case, or the family is isolating, then home learning will be provided via Google Classroom, in line with our Remote learning procedures.</p> <p>If you are reporting any COVID related issues please call or email info@bagshot.surrey.sch.uk only. If you are reporting out of normal school hours, for example at the weekend or late evening please email on the above address.</p>
Staff Lateral flow testing	All staff have been given the option of taking twice weekly lateral flow tests since mid-January and this will continue until further notice from government.