

Friday 22nd May 2020

Dear Parents/Carers,

As promised I am now in a position to write to you all to outline how we believe we can reopen the school in a way that keeps the children and staff as safe as possible from the risks that Coronavirus presents us with.

Following the Government recommendations, we will be opening the school from Wednesday 3rd June to all the children in Nursey, Reception, Year One and Year Six as well as continuing to care for our critical worker children as we have done throughout the time of the school closure. In order to be able to do this safely, we have carried out a detailed risk assessment and as a result there are a number of measures we need to put in place to help prevent increasing the risk of infection and endangering the lives of children and staff. I hope that after reading this letter you will feel more informed and better able to make a decision that is best for you and your child. Whether you send your child back to school is completely your decision. You will not be fined for keeping your children off school and we will work with you to reach the best decision for your children.

Home Learning

For children who are in year 2, 3, 4 and 5 home learning will continue as it has so far. Teachers will continue to upload the work for them, consisting of a daily Maths, English, and non-core subject. Any children who are not returning to school in Nursery, Reception, Y1 and Y6 can still access the home learning resources. Any queries can still be emailed to the office.

School Learning – Phased opening

For the initial re-opening, we will only be opening the school for four days a week, Monday to Thursday. Friday will be used for teachers to continue to support home schooling, have planning, preparation and assessment time, clean resources and allow the building and resources to have a deeper clean in preparation for the next school week. Critical worker children, in School Club, will still be able to attend if their parents need to work on Fridays. Please also remember that we will be having two INSET days on 1st and 2nd June in order to prepare the school for reopening.

Firstly then, we are going to stagger the time that the children start and end the school day so that as parents you can arrive in smaller groups and minimise the risks associated with larger gatherings. We will also be asking the children to enter the school from different points so that they can all walk in to the building in smaller groups, where possible directly into their classrooms. This means it will look like this:

Week beginning 1st June 2020

Wednesday 3rd June 2020

Bubble	Room	Arrival	Pick up	
5 – Y1 Children	Pumpkin	9.00am	11.30am	Y2 Entrance
6 – Y1 Children	Acorn	9.00am	11.30am	Y2 Entrance
7 – Y6 Children	Teasel	9.15am	12.00noon	Y4 Entrance
8 – Y6 Children	Rosehip	9.15am	12.00noon	Y4 Entrance
9 – Y6 Children	Catkin	9.15am	12.00noon	Y5 Entrance
10 – Y6 Children	Sycamore	9.15am	12.00noon	Y5 Entrance
11 – School Club	Mustard	8.45am	3.15pm	Front Entrance
Allsorts		8.00am	6.00pm	

Thursday 4th June 2020

Bubble	Room	Arrival	Pick up	
2 – YR Children	Poppy	8.45am	11.00am	FS Gate
3 – YR Children	Conker	8.45am	11.00am	Y1 Entrance
4 – YR Children	Thistle	8.45am	11.00am	Y1 Entrance
5 – Y1 Children	Pumpkin	9.00am	11.30am	Y2 Entrance
6 – Y1 Children	Acorn	9.00am	11.30am	Y2 Entrance
7 – Y6 Children	Teasel	9.15am	12.00noon	Y4 Entrance
8 – Y6 Children	Rosehip	9.15am	12.00noon	Y4 Entrance
9 – Y6 Children	Catkin	9.15am	12.00noon	Y5 Entrance
10 – Y6 Children	Sycamore	9.15am	12.00noon	Y5 Entrance
11 – School Club	Mustard	8.45am	3.15pm	Front Entrance
Allsorts		8.00am	6.00pm	

Week Beginning 8th June 2020

Bubble	Room	Arrival	Lunch	Pick up	
1 - Nursery	Daisy	9.00am	N/A	11.00am	FS Gate
2 - YR	Poppy	8.45am	11.30	12.30pm	FS Gate
3 - YR	Conker	8.45am	11.30	12.30pm	Y1 Entrance
4 - YR	Thistle	8.45am	11.30	12.30pm	Y1 Entrance
5 – Y1	Pumpkin	9.00am	12.15	1.15pm	Y2 Entrance
6 – Y1	Acorn	9.00am	12.15	1.15pm	Y2 Entrance
7 – Y6	Teasel	9.15am	1.00	2.00pm	Y4 Entrance
8 – Y6	Rosehip	9.15am	1.00	2.00pm	Y4 Entrance
9 – Y6	Catkin	9.15am	1.00	2.00pm	Y5 Entrance
10 – Y6	Sycamore	9.15am	1.00	2.00pm	Y5 Entrance
11	Y3 Mustard	8.45am	12.15	3.15pm	Front Entrance
Allsorts		8.00am		6.00pm	

Week Beginning 15th June 2020

Bubble	Room	Arrival	Lunch	Pick up	
1	YN Daisy	9.00am	11.30	2.30	FS Gate
2	YR Poppy	8.45am	11.30	2.45	FS Gate
3	Y1 Conker	8.45am	11.30	2.45	Y1 Entrance
4	Y1 Thistle	8.45am	11.30	2.45	Y1 Entrance
5	Y2 Pumpkin	9.00am	12.15	3.00	Y2 Entrance
6	Y2 Acorn	9.00am	12.15	3.00	Y2 Entrance
7	Y4 Teasel	9.15am	1.00	3.15	Y4 Entrance
8	Y4 Rosehip	9.15am	1.00	3.15	Y4 Entrance
9	Y5 Catkin	9.15am	1.00	3.15	Y5 Entrance
10	Y5 Sycamore	9.15am	1.00	3.15	Y5 Entrance
11	Y3 Mustard	8.45am	12.15	3.15pm	Front
Allsorts		8.00am		6.00pm	Entrance

Bubbles

It is important to note though that the Government, like many of us, recognise that young children cannot be expected to understand social distancing and to this end they have risk assessed that as long as we follow the rules of minimising contact, regular cleaning of settings, frequent hand washing and respiratory hygiene practices and avoiding anyone with symptoms the risk is minimised. We are fully aware that while we can put a series of measures in place, there will be times where children are closer to each other than the 2m distancing rule. In lines with government guidelines we will be opening the school with a maximum class size of 15 children in each class. The classes will become known as 'Bubbles'. Each Bubble will be assigned their own adults, which will be either teachers or teaching assistants and may not be adults they have worked with before. Each Bubble will therefore be a self-contained unit and there will be no crossover of children or adults between the bubbles. The children within each bubble will not be socially distanced all the time, but the bubbles will be socially distanced from each other – at least 2 meters apart.

Social Distancing between Bubbles

We have adapted the school and classrooms to enable social distancing between bubbles. The playground is zoned with staggered playtimes. Lunch times are also staggered so we can limit the number of bubbles in the hall at any one. The tables in the dining room are set up so that each bubble is 2m apart. Lunch will be served to the children so they are not walking around the hall. There is a one way system to move around the hall so that bubbles do not have to cross each other. We have established toilet routines to limit the number of children and bubbles that may meet in the toilets. We have a much more thorough Risk Assessment for the whole school that offers more details about how we maintain the integrity of the bubbles.

Once the children are in school, we will be able to talk to them about how we are keeping safe. They will be involved in lessons about hygiene and will see posters around the school reminding them of the hand washing techniques for example. We will also be adding a section to our

behaviour policy outlining how we need to behave to ensure everyone stays safe. As well as this we will carry out a fire drill to ensure everyone knows and understands the new procedures. Respiratory hygiene and handwashing will be of paramount importance for all of us when we come back together. The children will be washing their hands regularly throughout the day and tissues will be given to anyone needing to use them, where we will continue to follow the Catch it, Bin it, Kill it approach.

Bubble Learning

Across the week, the children will be taught Maths and English in the mornings, largely in line with the home schooling work other year groups will be doing but it will also be an opportunity to identify gaps and support the children in moving them forwards in their learning. For Foundation we will be able to assess where they are working in accordance with the Early Learning Goals, the Year One children will be able to consolidate their phonic and number knowledge and for our Year Six children it will be an opportunity to prepare for transition to Secondary School. We will also be working with the secondary schools the children will be transferring to so we can support them in their transition.

We will be working with the children to understand more about social distancing so they can be actively learning to keep themselves safe. Some children may need some extra pastoral care and the adults working with each bubble will be there to support the children's emotional wellbeing as well as their academic wellbeing. However, it is our aim to make school as close to normal as we can get it so the children can move on with their lives as positively as possible.

We will also be sharing a Coronavirus Appendix to our behaviour policy with the children. This is to help them learn to keep themselves and others safe. It may be difficult for some of the children to accept new behavioural guidelines and expectations but it is very important that we follow the new guidelines so that both the children and adults are safeguarded.

The children will enter the school building through the classroom doors where they will be asked to wash their hands. Each classroom has a sink and easy access to a toilet area. Once they have washed their hands, they will make their way to their desk areas which have been arranged so that they are all further apart than usual. Each child will be given a pencil case containing the things that they need which will be kept on their desks throughout the day. The children will work in these spaces throughout the lessons. Y1 children may move around the classroom more often than the Y6 children and may sit on the carpet with spaces between them. The Foundation Stage children will be given support to understand social distancing but will not be kept apart from each other and may share resources. In all classes there may be some shared resources but this will be kept to a minimum and they will be cleaned after use. Resources will not be shared between bubbles.

The children will not be allowed to bring in any other belongings into the classroom, including reading books, to help prevent the spread of infection passing onto others. The children will be expected to wear school uniform but should wear trainers instead of school shoes. They should not bring PE kit and should have a jumper/cardigan and a light waterproof. They will take part in PE but will not change for PE, so should not bring in any spare clothing.

The children will spend a lot more time outside. This is because being outside of a contained space is the safest place for them to be. Wherever possible we will take lessons outside – including Maths and English. As we have to share the outside space with other bubbles, it may not be everyday but will be as often as we can. We would therefore ask that you administer sun cream to your children every day before school. Adults in the school will not put sun cream on children. They would also benefit from bringing a hat to school every day and they should also bring a named water bottle. If you do not have a water bottle these can be purchased from the school office. Any additional items brought in to school will be left outside the classroom for the day.

Bubble Staff

We have divided the children into different bubbles – 11 in total. Each bubble has their own room and own adults. The adults have been organised as such:

Class	Room	Staff	Bubble
Nursery	YN Daisy	Mrs Lee & Mrs Mamujee	1
YR	YR Poppy	Mrs Edwards & Mrs Robinson	2
YR	Y1 Conker	Mrs Parry & Mrs Agar	3
YR	Y1 Thistle	Mrs Els & Mrs Pomfret	4
Y1	Y2 Pumkin	Mrs Roderiques & Mrs Hahn	5
Y1	Y2 Acorn	Mrs Turner & Aggarwal	6
Y6	Y4 Teasel	Mr Marshall	7
Y6	Y4 Rosehip	Mrs Whittle	8
Y6	Y5 Catkin	Mrs Welch & Mrs Thompson	9
Y6	Y5 Sycamore	Mrs Sutaria & Mrs Sandhu	10
Existing School Club & Allsorts	Y3 Mustard & Clover	Miss Verma, Mrs Anderson, Mrs Summerfield & Mrs Nicholls	11
Leadership Support	Mrs Quirk/Mrs Mushtaq/Mrs Martin - SEN		

There are also a number of other staff working, in the office, at lunchtimes and cleaning and preparing the site to keep your children safe. We do have a number of staff who are self-isolating for various reasons so they will not appear on the above list.

Bubble Drop Off and Pick Up

We are asking that only one parent per family drops off and collects their children in Reception and Yr1 and for the Y6 pupils that they might come into school having said goodbye at home or at the gate, after the first day. We would like all children in Bubbles 3 – 10 to walk into the school via the normal entrance gate at the front of the school. Bubbles 1-2 should wait on a yellow blob outside the front the school and the children will be collected from there. There are yellow blobs on the playground for parents who are bringing bubbles 3 – 6 and for Y6 children in bubbles 7-10 as they wait for the classroom doors to open. All the yellow blobs are 2m apart for your own safety and to protect the integrity of each bubble. We ask that you leave other children at home and do not bring them to school to drop off or collect your children. If this is completely unavoidable then you must hold the hand of your other child so that they do not mix outside the school or on the playground. Once you have collected or dropped off your child please follow the one way system and leave by the side gate leading onto the path and then the car park outside the school. We will only allow one parent per child on the school premise to drop off or collect their children.

Please do not come earlier or later than your designated time as this will cause problems with social distancing and make the area unsafe. Please do respect our social distancing areas, they are designed to protect our children, our staff and you as our parents.

Please do not approach the classrooms or the adults in the school at any time. If you have any messages to share with staff please email or telephone the office. Teachers will not accept letters or written notes.

The Allsorts before school and after school wrap around care will only be offered to the School Club of key worker children.

Bubble Attendance

If your child is going to be absent from school, please contact the office in the usual way.

Bubble Lunches

We will be offering the children a cooked lunch from the week beginning Monday 8th June for YR – Y6 and the Nursery – Y6 from week beginning Monday 15th June. We have a limited menu but we have chosen all the children's most popular meals and will offer an alternative baked potato each day. The meals are free for all children in YR & Y1 but we would strongly recommend that the Y6 children who are not entitled to a free school meal also buy a lunch. This is so that there is nothing extra coming into school such as lunch boxes.

Bubble Health

We will not be taking the children's temperatures on arrival as the guidance from the government says it is not a reliable method for identifying Coronavirus. We would however ask you to ensure that before sending your child to school each day, you check that they are not displaying any symptoms of coronavirus and if they are, follow the guidance that has previously been published. We will not be wearing PPE clothing such as face masks, gloves and aprons as this has been assessed as an unnecessary precaution from the government advice. Staff will however wear this equipment if they are dealing with children who are displaying symptoms of coronavirus or if they need first aid, intimate care that needs the adults to work more closely with the children. Children who arrive wearing disposable face masks will be asked to put them in the bin on arrival. Children who arrive wearing a multi-use mask will be asked to place them in the carrier bag that they bring with them for that purpose.

If your child does display symptoms of Coronavirus while at school, we will be in contact with you as a matter of urgency and will isolate the child from others until they can be collected from school. You will then need to ensure your child is tested as soon as possible. If a child or member of staff is tested as positive for Covid-19, the whole bubble will be sent home to self-isolate for 14 days. No member of that bubble will be allowed back to school until after the 14 days self-isolation period. If a member of staff working with a bubble should be unwell for any reason at all the whole bubble will be sent home until the member of staff is well enough to come back to school. We will be unable to assign different staff to a bubble as this would risk the integrity of the bubble. We would inform you as soon as possible if a bubble is not able to come to school but please be aware this may be as late as the morning of the cancellation.

As far as is practicably possible, we would also ask that no visitors, including parents enter the building without a pre-arranged appointment. Messages can be sent via email to the office or via the phone and these messages can then be passed onto class teachers. Please do not send letters as they will not be opened.

Cleaning of surfaces, door handles etc. will also be crucial to us all remaining healthy so these will be cleaned throughout the day by teachers and teaching assistants as well as by our cleaners each night. Adults will also regularly wipe down equipment and desks etc. in the classrooms and we will

be encouraging the children to do the same. We have removed all soft furnishings from the areas accessed by the children as they are more difficult to clean.

We are very fortunate with our amazing site management team as they clean the school and keep it as hygienic as possible all the time.

At this moment I do not believe we can open to any more children before the end of term, unless the guidelines for keeping safe are changed dramatically. If we are able to open the school to other cohorts, we will need to run a part-time system for alternate year groups as the school building does not have the capacity for the whole school to all be in at the same time with the social distancing measures in place. Not only this, but we also do not have the staff to teach what would be numerous bubbles effectively.

As you can see, the situation is complex and realistically we can only plan for the immediate situation as it is now and reflect on its success as we move through the second half term. It is too early to say exactly how the next phase will work and we may well reach Wednesday 3rd June to find that these plans need to change.

I appreciate there is a lot of information in this letter but I hope you are able to see some of the thinking that has taken place and feel better informed to make a decision as to whether you feel you are happy for your child to return to school as their year group reopens.

If you would rather listen to this letter there is a recording on the school website in the News section.

Yours sincerely,

Lorraine Quirk