

Dear Parents/Carers

At the risk of sounding like a broken record, I would like to start this letter by reiterating my thanks for all the support and messages we have had over the past 4 months. These have been very challenging times and as mentioned in past communications, the very best of our school community has risen to the surface. Thank you for the amazing job you have been doing at home – balancing home-schooling, work and trying to cling to some kind of normality in very difficult circumstances.

Last week the government announced that all schools will be back full time, for all year groups, in September. As you can imagine, the Department for Education's guidance was detailed and over the past few days a plan has been formulated and agreed by our Governing body. Much of the plan is similar to the way we have already been operating but I encourage you all to read the information carefully. I make no apology as to the length of this document, but it will contain key information that are vital to the smooth and safe running of school in September.

It is the Government's expectation and ours that ALL children will return to school full-time from September. This has been an extremely disruptive time for all of us and a return to full-time education for all of our children is imperative. September's return will be the start of ensuring our children have not missed out on vital learning and ensuring any areas missed are caught up with alongside the present curriculum.

Below is an outline of what a 'school' will look like and the measures taken by school to reduce the risk of infection. Together with other general information about next year (staff changes etc.).

Week Organisation

- Return to school will be on a full-time basis
- All children are expected to attend school and absences other than illness will be marked as unauthorised (as per Government guidance).

Drop off and Pick Up

- Drop off and pick up times will be staggered dependent on Year group.
- Different drop off points and drop off times for different classes will be indicated by signage and through the schedule below.
- There will also be designated waiting areas for each group of children. Signs will indicate where these are. Social distancing will need to be adhered to in these areas.
- There is a one way system on and off school premises, with entrance being through the KS1 playground and exit being through the KS2 alley gate. **It is essential that this protocol is followed and short cuts are not to be taken.**
- Only one parent will be allowed on site to drop off their children.
- 2m Markings will not be set out on the playground but parents will be asked to adhere to social distancing guidelines whilst dropping off and picking up.
- Please ensure that you only turn up at school 5 minutes before drop-off and that you leave the premises as soon as your child has gone in to class. Unfortunately for the time being, the playground cannot be a place for socialising and catching up on news whilst waiting for our children.

- The only exception to the above rule is if you have more than one child in school with different drop-off times. In this case, please make your way to your next designated drop-off point as soon as your first child has gone in to class.
- Drop-off and Pick-Up points are from the same locations as indicated below.

		8:55	9:10		10:20	10:50		11:45	12:30		3:00	3:15
Nursery		Drop off (Nursery Entrance)										Pick Up
Reception		Drop off (KS1 playground)			Break (20mins)			Lunch (45mins)			Pick Up	
Year 1			Drop off (KS1 playground)			Break (20mins)			Lunch (45 mins)			Pick Up
Year 2			Drop off (KS2 playground)			Break (20 mins)			Lunch (45 mins)			Pick Up
Year 3		Drop off (KS2 playground)			Break (20 mins)			Lunch (45 mins)			Pick Up	
Year 4		Drop off (KS2 playground)			Break (20 mins)			Lunch (45 mins)			Pick Up	
Year 5			Drop off KS2 playground or cloakrooms entrance)			Break (20mins)			Lunch (45mins)			Pick Up
Year 6			Drop off (KS2 playground)			Break (20mins)			Lunch (45mins)			Pick Up

Class Organisation

- The Government have indicated that in order to facilitate a full-time education offer to all children, that social distancing in class is not possible and that a greater emphasis will be put on creating groups of pupils (bubbles).
- These bubbles will either be Class or Year group size.
- For the majority of the time we will running the school day with the use of class bubbles, although there will be some points of the day where limited contact within year groups may occur (two classes) – Shared cloakroom facilities.
- Where possible, Physical classrooms will be set up with desks facing the front (as per guidance) although this will be less appropriate for some of our younger children.
- For 'often used' equipment, each child will have their own plastic envelope, which will contain the equipment they need for the day. This will be kept in their tray, which will be on their table. Trays will be returned to their cupboards at the end of each day.
- Any equipment that needs to be shared between classes will be cleaned between use.
- Items that are not able to be used will be isolated for between 48 and 72 hours before reuse.

- Children's coats and lunches can be kept in the cloakrooms, but we ask that no unnecessary items are brought to school .
- Pupils will be able to use the toilets as usual but with strict adherence to hand washing etc.
- Classes will be encouraged to use outside areas, as long as they are not shared by another group.

Staff News and Organisation

- There are a couple of changes to our staff team for September.
- We are saying goodbye to three members of staff. Miss Skinley will not be returning after the birth of her first child and has moved closer to home. Miss Walker has also taken the decision to move back home and has secured a new job. And Mr Marshall will be leaving us to train as a teacher. We wish them all the very best and we will miss them all.
- Where possible staff members will be consistent within a class group and/or year group.
- Below is an outline of teacher deployment for next year

Year 6	
Mrs Rughoobeer (3) / Mrs Harrison (2)	Mr Flanagan
Year 5	
Mr Tyler	Miss Smith
Year 4	
Mr Kellam	Mrs Edge
Year 3	
Mrs Langton	Mr Jenkinson
Year 2	
Mr Davies	Miss Kardos
Year 1	
Mrs Davies (Miss Clark – maternity cover)	Miss Palmer
Reception	
Squirrels	Hedgehogs
Mrs Tolley (3) / Miss Want (2)	Mr Evans
Nursery	
Mrs Foster / Mrs Hamilton	
Forest School	
Miss Want (2)	
PPA / Music	
Mrs Broadhead	Miss Barlett

Social Distancing

- Although the Government guidance no longer centres on social distancing within Primary schools, where possible we will continue follow this guidance. The ease of this will vary with the age of the children.
- There will be times where some children may need 'closer' care, for instance if they have hurt themselves or they need regular physical support. Government guidelines in regards to hand washing and minimising the risk of infection will be followed.
- Staff and pupils will remain in their 'bubble' and not venture into other parts of the school building. Outside spaces will be utilised.
- Whilst pupils are on the premises, movement around the communal areas of school will be kept to a minimum.
- As mentioned earlier, we will not be setting out social distancing markings on the playgrounds but would ask that all parents/carers dropping off their children adhere to social distancing protocol.
- Designated waiting areas and drop off times will be highlighted for each group.
- There will be a one way system in place to enter and exit the school grounds, please ensure this is used and that distance is maintained whilst walking around the school building.
- It is important to keep to drop-off and pick-up times as this will reduce the amount of people on site at any one time.
- Due to guidelines we will be unable to have our regular assemblies in the school hall, but will still hold these via Microsoft Teams.

Breaks and Lunch times

- Breaks and lunchtimes will also be staggered so that outside space can be used effectively.
- Staff within their bubble will be responsible for supervising break and lunch times. As you can imagine this does make for a very full day as normal lunch breaks are not presently viable. Staff are eating their lunch along with their children with some smaller release time facilitated between the adults in the class.
- Outdoor climbing equipment will be timetabled and cleaned between groups.

- **School Lunches**

- If you wish to order a lunch then this should be done online through the meal manager as per normal and the lunch will be delivered to your child's classroom.
- We are only able to offer a cold lunch menu as the logistics of seating 160 children for a hot meal are too disruptive. This would mean at least 4 sittings and full cleaning of facilities between sittings
- The cold menu will run until Christmas, but will be reviewed if Government guidance changes.

Cleaning and Hygiene

- As advised by the Government, staff will not be wearing PPE or masks on site, the only exception may be if intimate care for a child is needed.
- Where appropriate, doors will be propped open to reduce the need for surfaces to be touched
- Children will be asked to wash their hands thoroughly on a regular basis as per Government guidelines.
- Hand Sanitiser is available for adults entering the building but is not needed for pupils. Guidance from the Government highlights greater effectiveness of hand washing.
- Promotion of good Respiratory hygiene – catch it, bin it, kill it
- All frequently touched surfaces, equipment, door handles and toilets used will be cleaned thoroughly every day.
- Thorough cleaning and wiping down of areas will take place at the end of each day and where needed, during the day.
- Toilets and cloakrooms will be cleaned at the end of every school day.
- Children will have their own basic pack of learning equipment used exclusively by them.
- Some of the equipment used in Nursery and Reception will have to be removed.
- Remaining equipment in Foundation Stage will be sterilised each evening. This may result in equipment being available on different days, allowing for thorough cleaning between users.

On-going Health Care

- Should a child become unwell with suspected COVID 19 symptoms then they should not return to school. Testing is now available for all children and a test should be sought and undertaken.
- It is imperative that parents should inform the school immediately if they or someone in their house has tested positive.
- If a child is taken unwell at school they will be isolated until they can be picked up. Again, a test should be sought and undertaken if symptoms are consistent with COVID 19
- All members of staff or pupils who develop symptoms compatible with COVID 19 will be sent home to self-isolate. A test should be sought and undertaken, with self-isolation guidance then followed.
- Where a child or member of staff tests negative, they can return to school.
- If a child or member of staff tests positive then the Local Health Protection Team will be contacted and the case will be reviewed. Guidance on which individual or groups of pupils/staff need to be sent home will then be followed. Other household members of that group do not need to self-isolate unless a household member displays symptoms.
- Government guidance regarding **Track and Trace** will be adhered to in all cases.

On-going Home-school Learning and Support

- The Government have asked that remote learning is ready to be reinstated as and when needed. This may be due to a local lock down or a positive case within school resulting in classes being sent home to isolate.
- The DfE are in the process of developing a curriculum map which will be made available to all schools and in particular to the providers of online resources. This is to try and ensure that any resources made available online link in with where each child is in their learning.

- They have asked 'The Oak Academy' to continue to provide online recorded lessons that will match with their new curriculum map. Other providers are also being sought.
- In the event of us needing to switch to full or partial distance learning we will notify parents as soon as possible.
- We are looking to develop our use of Microsoft Teams but any direct teaching content will depend on the circumstance of the closure or partial closure.
- Clear plans will be available on the school web site, outlining learning objectives as well as activities. Links to exterior content will be provided where appropriate.
- Contact with teachers for support through email will continue in the case of a return or partial return to distance learning.
- We will continue to develop elements of virtual teaching where we can, but this will be dependent on the nature of any closure.

Cabin Club

- I am pleased to say that we will be opening Cabin Club again in September.
- Please see information sent out by Mrs Peiton in relation to drop off and pick up points.
- We will be accepting children from throughout school but will be instigating Cabin Club bubbles to try and keep some continuity between groupings during the school day and after.
- Breakfast and Tea will still be provided at these sessions but a simplified menu will be run in both cases.
- Bookings for before and after school care need to be accessed through the regular means by emailing Louise on the Cabin Club email.

Dress Code

- Pupils will be returning to school in uniform

Transition

Foundation Stage

- Please look at separate Foundation Stage communication but DfE guidance stipulates no parents allowed within school building
- We will therefore look at providing outdoor settling in sessions – weather permitting
- Please look at Foundation Stage information, which outlines the school timings and groupings over the first 7 days of term.

Year One

- Taking into account DfE transition guidance, we will be continuing with a Foundation Stage play based format for the start of the September term. Expecting our youngest children to return to school in a more formal setting would not work and create anxiety. Therefore this play-based approach will gradually be phased out during the run up to Christmas with a view to full Year 1 provision in the new year.

KS1 – KS2

- We are well aware that our children will all have had different experiences over the last few months. Some will be ready to come back to school and many will be extremely anxious. We are therefore dedicating the first 7 days of academic year to transition.
- This time will be used to re-integrate our pupils to school life; getting to know their class again; supporting and reassuring where children are anxious; readying ourselves for a return to formal education.
- Use of well-being and mental health resources where needed.
- An assessment (not formal) of where pupils are in their learning will take place within first term. This will enable us to put together a 'catch up' programme where needed.
- We await more information from the Government on how we might be able to use any additional funding in the implementation of catch-up plan – these are likely to be small group catch up activities.

Year 6 Leavers

- You will already have had a message from Mrs Rughoobee regarding the collection of 'Leaver's Packs' and T-shirts.
- We are sorry that there hasn't been the opportunity to get together at the end of the year as has been our custom.
- We are intending to invite all of our Year 6s back to a school event as soon as we are able to – this will obviously be in the new academic year. We will keep you all informed and look forward to giving them the send-off they deserve.

Curriculum

- DfE guidance promotes the continued provision of a Broad and Balanced curriculum but recognises that some adaptations will need to be made in order to plug any gaps.
- This adaptation will result in a greater emphasis on the core subject areas
 - Maths
 - Writing
 - Reading / Phonics
 - Grammar
- A return to a more rounded curriculum approach is expected before the end of the academic year.

I am sorry that there is so much to read but it is important that we all understand the new guidance. I will of course keep you updated over the summer if there are any changes to this plan.

We hope that you are able to have some kind of rest over the summer and look forward to seeing you all in September.

Thank you for your on-going support