



26th August 2020

Dear Parent/Guardian

Re: Arrangements for September Opening

We are now at the final stages of planning for reopening to all of the children. From Thursday 3rd September, we will provide as normal a school environment for them as we possibly can. There will be some changes to day to day routines and procedures so that we can operate as safely as possible and these are detailed for you below.

Start and end times of the school day

We have divided families into two groups for drop off and pick ups to and from school to help us to manage social distancing between adults. Families are grouped by the mother's surname.

Group 1 – surnames with the initial A to M

Group 2 – surnames with the initial N to Z

So, for example, if the mother's name was Joan Brown, the family is in group 1. If the mother's name was Jan Smith, the family would be in group 2.

Drop off in the morning

Group 1 – 8.40am to 8.50am

Group 2 – 8.50am to 9am

We would ask parents not to come into the school yard in the morning. Staff will be on the yard to ensure children get into classes. The exception to this is parents of new starters in nursery and reception – we will write to you separately with further details. Both sets of gates on Head St will be open in the morning to ease congestion. We would ask you to please stick to your time slot and be punctual to help us to make this work.

Collection at the end of the day

Group 1 – 3.00pm to 3.10pm

Group 2 – 3.10pm to 3.20pm

If one or more of your children is in Key Stage 1 (that is year 1 and year 2), please wait for your child /ren on the school yard, **maintaining a social distance from other adults at all times**. School staff will bring your child/ren out to you. If your child/ren are in Key Stage 2 (that is years 3 to 6) and you do not have any children younger than year 3 in school, please wait outside the gate and do not come into the yard. Staff will bring your child/ren out to you. If you are not sure which group you are in, please get in touch and we will let you know.

I know this probably sounds a bit complicated, but as you know we have a duty to put procedures in place which maximise social distancing and minimise contact. Please help us to make this work and get these procedures right for everyone's safety.

The children will be in one of 4 'bubbles' when they are in school and will have breaktimes and lunches within their bubbles.

1. Early Years (Nursery & Reception)
2. KS1 (Years 1 & 2)
3. Lower KS2 (Y3, Y3/4, Y4/5)
4. Upper KS2 (Y5/6, Y6)

The layout of classrooms has been changed so that all children are sitting facing forward.



School Operation

Attendance

The usual rules on school attendance will apply from September, including: **parents' duty to ensure that their child attends regularly at school; school's responsibilities to record attendance and follow up absence.** This will include a return to implementing (socially distant) house calls conducted by our Engagement and Wellbeing Team, where a child is absent and no reasonable explanation has been given. If you are at all worried about this, please get in touch with us for a chat.

School Uniform

We will return to our usual uniform policy. Uniform will not need to be cleaned any more often than usual, nor using methods which are different from normal. **It is our expectation that all children will wear correct, full school uniform every day, including black school shoes (not trainers) and school trousers or skirt, school jumper and polo shirt.**

Children may bring in a small book bag and a lunch box if they have packed lunches. Please keep school bags as small as possible as they will have to fit neatly under children's desks. School logo book bags can be purchased from the office on Wednesday 2nd September. Children do not need to bring in pencil cases or equipment, we will provide these items for all children.

School Lunches

We will operate on a cashless system which will be ready to use to make online payments by Tuesday 1st September. The school office staff will provide details of how to do this separately to you via email. Lunch menus will be posted on our website soon. In the initial stages of getting the system up and running, parents will not be able to order lunch choices online. Children will order their chosen meal when they arrive in the morning in class when they register. Please bear with us while we get this new system up and running.

School Cleaning and Hygiene

Additional daily cleaning procedures will take place throughout the school day to help us minimise the risk of transmission via frequently touched surfaces. Children will have timetabled slots for hand washing and hand sanitising at regular intervals throughout the school day.

Contingency planning – in case of local outbreak

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or a bubble within school, to close temporarily to help control transmission.

Get in Touch

We understand that some children and families may be concerned about returning to school, and it is our aim to make it feel as normal as possible. If there are particular issues your child may need support with or if you wish to discuss any part of this letter, please get in touch. I also realise this is a lot of information to take in. If you have any questions or issues you wish to raise, again, please do get in touch with us. Updates will continue to be provided so please remember to check the website / emails / Dojo / social media etc. I look forward very much to seeing you in September.

Kind Regards,
Ayesha Weston