



Dear Parents/ Carers

As you will be aware, the Government has now begun to further relax some of the Covid-19 lockdown restrictions and the Department for Education has announced that all schools will **re-open** for all pupils from the beginning of September. This decision has been driven by a decrease in the number of Covid-19 cases, together with the “test and trace” system now being up and running. Public Health England has also made clear that the risk to children continues to be low. A significant amount of guidance about the safe operation of schools has been released recently and we have put together a comprehensive plan for our return based upon this. This letter outlines some of the measures which we will be putting into place alongside some key information about our return. Please take the time to read this carefully. There is also a copy of our school risk assessment available on our website so that all Parents/Carers can be re-assured about the steps that we are taking.

### **Attendance**

School attendance will again be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

The school will follow up non-attendance in-line with our usual school procedures. When attendance becomes a concern for us we will look to work closely with Parents/Carers to address any concerns that they may have. If this does not prove successful and a child persistently fails to attend school, then this could result in a fixed penalty notice (fine) being issued. Please see the attendance policy on our school website for further information.

### **School Uniform**

**Children will be expected to wear school uniform** when they attend school and we require that this is washed each day or as regularly as possible to help us manage any potential spread of Covid-19. They will also need to have the correct PE kit. Children can wear their PE kit to school on their designated PE day (you will be informed of this by their class teacher). This is to avoid the need to get changed but may need to be reviewed in the future if necessary. Some classes also use our Forest School and your child may be asked to come in or bring in suitable clothes for this.

Government guidance states that children **should not** wear face masks or face coverings to school. Should your child attend school wearing a face mask then they will be asked to remove this before entering the building. You will then be contacted by a member of the senior leadership team to discuss this with you further.

### **Classes**

Within your child’s school report we included a letter stating their new class teacher for September. This class will be their ‘bubble’ or ‘pod’. We will now have around 30 children within each classroom and as a result social distancing between children will not be possible due to space restrictions. We will of course still encourage children to keep their distance when possible. In order to mitigate this, Government guidance suggest that schools should limit the contact between classes during the school day therefore limiting the amount of individuals that a child would have contact with.

To help us achieve this we will ensure that adults and children will not move between classes except in some very specific circumstances (e.g phonics teaching). If this has to occur then there would be a number of additional measures such as social distancing and additional cleaning which would take place to minimise any risk. We do have

adults in school who will need to move between classes such as Mr Heathcote, Mrs Pask, Mrs Beeby and Mrs Atter as this is essential to them fulfilling their roles. However, each class has an allocated class teacher and at least one teaching assistant who will remain within that 'class bubble' and not work with other classes from across the school.

Within our classrooms the routines will be much more familiar to our children than perhaps they have been in recent times. We will be teaching a full curriculum with daily Maths and English lessons as well as other curriculum subjects in the afternoons such as art, PE, RE and computing- there will still be some French for those in Key Stage Two! In order to make up for some of the time that the children have missed we will need to spend time doing 'catch up'. This may mean some additional sessions for some of our children at different points in the day. Teachers may also need to use more of their curriculum time to re-cap or re-teach important aspects of reading, writing and maths that the children have missed. Unfortunately, we still cannot have whole school assemblies but we will look to continue or 'Virtual Whole School Assemblies' which we have been having each Friday. Of course, assemblies will continue to take place within classes. Many of our new practices will also continue such as regular handwashing and lessons about good hygiene, following rules such as 'Catch it, Kill it, Bin it'. More regular cleaning will also take place within school, especially frequently touched surfaces

The most noticeable difference for the children will be the layout of the classrooms. Government guidance states that tables should be set up in rows with the children facing the front- we will be doing this for Years 1-6. We will be opening our lockers and cloakrooms again (with strict restrictions regarding one class at a time) but would still ask that your child only brings **essential** items with them to school e.g. a water bottle, lunch and a coat. Children should **not bring** other items from home and will be provided with their own individual stationary pack (pencil, rubber, ruler etc.) within their classroom.

### **Playtimes and Lunchtimes**

We will be putting a rota in place for playtimes and lunchtimes to ensure that classes have their own separate part of the playground- each playground has been split into two. We have staggered the times so that we can achieve this, meaning that your child's break and lunch may be at a different time than usual. For the time being, please ensure that you provide your child with a healthy snack for morning break. We will look to try and ensure that fruit is provided for Key Stage One as soon as possible and we also hope that we will again be able to provide this for Key Stage Two also.

We are now in a position to provide hot dinners again. If you would like your child to have a hot dinner then please contact Julie in the school office and **ensure that you complete a menu order form**. All children in Key Stage One and those who are eligible in Key Stage Two are entitled to a free hot meal. All other parents in Key Stage Two who would like their child to have a hot meal will need to pay for this as normal. We will be separating our main hall into four zones and the children will again be on a rota to ensure that classes do not mix.

### **Visitors**

We will continue to limit the number visitors in school and would therefore ask parents not to visit the school during the day unless they have a pre-arranged appointment. Should you wish to get in contact with a member of staff from the school or book an appointment, please call or email the school office. When visiting the school office we would ask that you queue using the social distancing 'markers' on the floor- **we can only allow one person into the foyer at any one time**.

### **Arrival and Collections of Pupils**

The timings of the school day will change slightly and they are outlined here for the different year groups. Please can you ensure that you are prompt with your pick up and drop offs as we have a number of strict measures in place to help us maintain social distancing. Your child will enter and exit their classroom via either their external classroom door or another point within the school. Please see the map at the end of this letter to find out where you will need to drop off and collect your child- all you need to know is their class number or the name of their class teacher.

Parents/Carers with siblings can drop **all** children off at the **earliest time** to their relevant classes and can pick **all** children up at the **latest time**. *So, for example, if a Parent/Carer has siblings in Year 6 and Year 4 then both children will start at 8.40am and finish at 3.40pm.* Members of staff within each class will be provided with a list of children with siblings and will be present in classrooms from 8.40am until 3.40pm. Please note that this is for families with siblings **ONLY**. We are not able to offer wrap around care at present and staff will be checking children off against class/ school lists. We apologise for any inconvenience that this may cause but **are not able to run a breakfast club or any extra-curricular activities** until further notice due to social distancing and also the need to minimise the contact between different classes of children across the school.

Whilst you are on the school site we will expect you to adhere to our 'social distancing' guidelines. There will be signs around the school site directing Parents/Carers and we expect you to comply with these **at all times** to help us keep everyone safe. You will be required to use the main school gate for **entering** the school site and the side gate for **exiting**, this will help us to create flow of Parents/Carers in and out of the site. We also ask that only **1 Parent/Carer** accompanies children to school to reduce the amount of people on site at any one time. We expect that you exit the site as soon as possible and do not gather anywhere on the school site or near the school gates to talk to other Parents/Carers.

	Start	End
EYFS	9.10am	3.10pm
Year 1	8.50am	3.30pm
Year 2	8.40am	3.20pm
Year 3	9.00am	3.40pm
Year 4	9.00am	3.40pm
Year 5	8.50am	3.30pm
Year 6	8.40am	3.20pm

In order to avoid congestion around the school gate and to support with social distancing we kindly ask that where possible parents walk or cycle to school rather than drive. Parents should also try to avoid using public transport where possible but if this is a necessity then you should ensure that you follow the correct procedures, such as maintaining social distancing. Please ensure that the school is made aware if you or your child are arriving to school in a taxi so that the relevant checks can be made.

**If you are the parent of a child in EYFS then please make sure that you read a separate letter which has been sent to you. To help ensure a smooth transition, our EYFS children will be doing mornings or afternoons only for their first few weeks in school. Following this, we will then move to the times and procedures stated above.**

### Covid-19 Symptoms

If you, your child or any member of your household is displaying symptoms related to Covid-19 then you **should under no circumstances enter the school site**. People and households displaying symptoms should self-isolate in-line with Government guidance. Should we have a child in school who displays symptoms, our procedure is to isolate them immediately in a designated room. Parents will then be called to collect the child and it will be requested that they take them for a test immediately and inform the school of the outcome.

From now on we **will not** be informing Parents/ Carers if a child or staff member in school has displayed symptoms, nor will we be closing a class as a precaution. The Government guidance is very clear and we are directed to only close a class should there be a **confirmed case of Covid-19** within it. Should there be a **confirmed case** within school then we will write to Parent/Carers to inform them of this and the actions that we will be taking. In the event of a class, partial or whole school closure the school will provide pupils with remote (online) learning. We are currently in the process of finalising our plans regarding this and look forward to sharing this with you all in September. In the meantime, to assist us with this, **we would be very grateful if all Parents/Carers could download the E-Schools app and log into their account- instructions of how to do this and details of your login and password came within your child's school report.**

I understand that our Parents/Carers may have concerns about their children returning to school on **Thursday 3<sup>rd</sup> September**. All I can do is reassure you that we are following the Government's guidance very closely and modifying our school's systems and procedures as recommended. Should you be unclear or unsure of any of the content within this letter then please do not hesitate to get in touch with us via the school office and we will try to clarify this for you. We will also be providing a copy of our risk assessment on our school website which provides further details

of all the measures that we are putting place. This can be found under the 'Statutory Information' tab and will be uploaded shortly.

I would like to wish you all a wonderful summer break and I am very much looking forward to seeing all of the children back in school on **Thursday 3<sup>rd</sup> September**.

Kind Regards



Chris Heathcote  
Headteacher

