

Monday 25th May 2020

**RE: Key Worker Phased re-opening of Schools – Monday 1st June 2020
Bubble 4**

Dear Parents/ Carers,

Please find within this letter further details of your child's return to school. This letter only applies to children in the Key Worker Bubble 4, which your child has been allocated. If you have children in any other year group or Key Worker group, please refer to that letter for that child. As your child may have already been attending school, it is important you are aware of the slight changes due to the increased amount of children who will now be attending school. If your child is now joining under a key worker place, then this information will be of use to you.

It is really important to say that any plans for wider re-opening are subject to a change of date. If there is any evidence released that shows it is not safe for children to return to school, you will receive communication as soon as possible.

Taking into account all of the information and guidance that has been provided to support schools to open more safely – within this letter, I will provide you with key information that must be adhered to at all times during the re-opening of the school:

- **Children's Classes**

To make the classes as small as possible and in order to actively encourage social distancing to the best of our ability, children have been re-arranged into small – or bubbles. Due to the safety of children and staff, no bubbles will be swapped during this period. Also, your child may not have their usual class teacher or TA. Further to this, they may not be in their typical classroom. Your child has been allocated to Key Worker Bubble 4.

- **School Start and Finish Times:**

Children will be staggered into the school and out of the school. Please see the table below for your child's start and finish time. Please avoid arriving early or late into school – as we very much want children to avoid unnecessary contact all given opportunities:

Key Worker	Pick up and drop off point:	Start Time: Every Day	Finish Time: Mon-Thurs	Finish Time: Friday
Bubble 4	Sports Playground	8.45am	2.45pm	12.45pm

Please Note: The school will be closed to children by 12:45pm every Friday. This will allow for additional cleaning, organisation and administration, which cannot be undertaken whilst children are on site.

- **Parents/ Carers on site**

The dedicated entrance for Key Worker Bubble 4 is the Sports Playground. Please only come through this entrance at your designated time. At the start of the day, a school adult from your child's bubble will be there to meet your child. Please avoid being early or late, as this will cause a knock on effect for other groups. At the end of the day, please collect your child from the Sports Playground, where your child will be waiting. As like the start of the day, please try your best to stick to your allotted time to avoid overcrowding from other groups.

- **Attendance**

As you have now decided to return your child to school, it is important you keep in touch with the school regarding your child's attendance. It will be anticipated that your child will attend school for five days per week. If for any reason your child is not coming to school, then you must contact the school to explain the child's absence. If you do not call us, we will call you. If you do not want your child to attend school anymore, then please also inform us of your decision and we will remove your child from our list. Children will be expected to wear full school uniform whilst in school.

- **Illness and Covid-19 Symptoms**

It is important that you keep regular checks of your child's health, as I am sure you are already doing. Key signs for Covid-19 remain as high temperature and/ or a new continuous cough. If your child is unwell or presents any of these symptoms then please do not send your child into school. If your child or any members of your household show any symptoms of Covid-19, you are all to self-isolate for 14 days. You should also seek medical advice, as testing is now fully underway. Please ensure you contact the school office to inform us as soon as possible of any confirmed cases of Covid-19 in your household.

- **Early Collection of Children/ Late Drop off**

In order to minimise movement throughout the school, we will only be allowing early collection of children in exceptional and unexpected circumstances. Therefore, if you know in advance that your child will need collecting early from school, please keep your child off school for that day and inform the school office.

- **Toilets**

Children will be allocated specific toilets for children to use. These will be cleaned by cleaning staff during the day and again at night. Children will only be able to use their designated toilets. Please note that there will be no facilities for parents/ carers to use toilets in the school.

- **Resources**

Please ensure your child attends school with a water bottle. Water only is permitted in school – no juice, squash or fizzy drinks. Water fountains will not be available for pupils to use at this time. There will be opportunities for children to fill up their water bottles throughout the day.

The school will be providing stationery and equipment per child. However, if you want your child to use their own stationery then we will permit personal pencil cases, if your child has access to one from home. Children will be allocated playtime equipment per bubble – that will not be shared across other bubbles.

- **Social Distancing Behaviour**

Please ensure that you spend time talking with your child in the lead up to their return about their responsibility to socially distance as best as possible. It is important that children are reminded that they must do their best to keep a 2m distance. Staff will do their best to ensure that this is followed but it cannot be guaranteed this will always be the case in each bubble. Staff will ensure that bubbles do not mix during the day.

Classrooms will be organised so that children are spaced out as much as possible, so when learning, they will be adhering to these distances as best as possible. All classes will be given an allocated space to play outside during exercise times and lunchtimes. Teachers may decide to use outdoor spaces for learning activities and these will be co-ordinated carefully to avoid bubbles using the same space. Children will be asked to wash their hands regularly in their classroom. There will be access to warm water, anti-bacterial soap and hand sanitizer in all classrooms.

- **School Office**

The school office still remains closed to all parents/ carers unless in emergencies only. Please only visit the school office if absolutely essential. Please continue to email or phone the school if you require assistance.

- **Free School Meals Voucher**

Once your child starts back at school, you will no longer be issued with a weekly voucher, if you were previously entitled to one. Your child will receive a lunch at school.

- **School Places:**

As a school, we have conducted specific risk assessments, and as a result adjusted policies and practices in the best way possible. However, we cannot guarantee this will keep your child fully protect from Covid-19. If at any point you no longer wish for your child to attend school, then please inform the school office at the earliest opportunity.

If you have any questions regarding any of this information, then please do not hesitate to phone or email the school, where a member of staff will be available to assist you.

I look forward to welcoming your child back.

Yours sincerely,

Carol Askins
Headteacher