

Wednesday 10th June 2020

RE: Phased re-opening of Schools – RECEPTION CLASSES: Monday 15th June 2020

Dear Parents/ Carers of Reception Children,

Please find within this letter further details of your child's return to school. This letter only applies to children in Reception who have confirmed with the school that they would like a place in school for their child. If you have children in any other year group in the school, they are not permitted back into school until their individual year group start date. It is important that the school takes a slow and steady approach to introducing children back into the school for the safety of the whole school community. I apologise if this may cause some inconvenience to some families at this time.

It is really important to say that any plans for 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 groups– or bubbles. Therefore, your child will not be returning to their typical class as usual. 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. Upon arrival on the 15th June, your child will be told which bubble they have been allocated to – where they will meet their teacher, TA and fellow classmates for the remainder of the academic year.

- 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:

Reception Class	Drop off and Pick up	Start Time	Finish Time: Mon-Thurs	Finish Time: Friday
Bubble 8	Sports Playground	9:15am	3:15pm	1:15pm
Bubble 9 and 11	Main Playground	9:15am	3:15pm	1:15pm

The school will be closed to children by 1:30pm every Friday. This will allow for additional cleaning, organisation and administration, which cannot be undertaken whilst children are on site.

- **Parents/ Carers on site**

Please drop your child off at the correct gate at the designated time. If you happen to arrive early to this gate, please form a queue leading up the boundary wall with a 2m gap between each family. A member of staff will collect your child from the gate and take them to their class line. Please say goodbye to your child at the designated gate, making sure you have explained to them before the day that you will be unable to walk them to their classroom or on to the playground. The idea is to try and keep numbers of people on the school site to a minimum as much as possible. Any communication that is needed with a teacher/ TA can be emailed via the school office. We ask that only one parent brings their child to school to minimise the amount of people outside the school.

At the end of the day, please make a line outside of the school. Please ensure you keep a 2m distance from another parent/carer. Your child will be released to you, one parent at a time. In the same way as at the start of the day, please do not delay in leaving as quickly as possible. There are markings on the pavement to show the distance to keep.

At no point should any parent/ carer enter a school building, unless specifically instructed to by a member of staff.

- **Supporting your child with this transition**

Your child will need support with understanding that the school day will look different. Please go through the attached booklet. It will include different topics such as saying goodbye to you at the gate, what to wear and bring to school, and how their school day will look different. Staff will be talking with your children in more detail on the first day, but it is important that parents/carers speak through prior to the day, in order to relieve any worries.

- **Attendance**

As you have now decided for your child to return to school, it is important you keep in touch with us 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. If you are late to school beyond this time, your child will not be permitted into the school and you will have to take your child home.

- **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.

- **Travelling to and from school**

Following advice from the government, to minimise the impact on public transport, please take advantage of the warm weather to walk to school. If possible, use other modes of transport such as scooters or bikes to travel to and from school. In the eventuality that you have no other choice but to use public transport; please could only one parent or carer bring/ collect children. When using public transport, please allow your child to wear a face mask. Again, minimise the surfaces they touch and maintain their distance from others, where possible.

- **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.

- **Medication**

If you received a letter informing you that your child's medication has expired, please ensure on the first day your child returns to school with the new medication.

- **School Places**

I would like to remind you that sending your child back to school is your decision. 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. Also, if you have chosen not to send your child to school but change your mind at a later date, please do not just arrive at school. Please call the school and your child will be put on a waiting list as we may need to create another bubble.

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