

Dear Parents/Carers,

I hope you are all having a wonderful summer so far. While we have not had final confirmation that schools will be re-opening in full for the 2nd September (4th September for Year R), all indications seem to lean towards this being the case. The last update to re-opening guidance can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We are very much looking forward to welcoming all the children back for a new year, and although it will be slightly different, we saw last term that the children were keen to get back to school and back to a semblance of a normal routine.

Although lengthy, there is key information you should be aware of in preparation of our return contained in this document. The sections below are linked for ease of navigation. Clicking on one will take you directly to that section.

[Does my child have to attend school?](#)

[Home-school agreement](#)

[Uniform and Face Masks](#)

[What Does My Child Need to Bring to School?](#)

[Timing and Arrangements for Drop Off and Pick Up](#)

[Lunches](#)

[How is the school keeping children safe?](#)

[Class Bubbles](#), [Social Distancing](#), [Hygiene and Cleaning](#), [Volunteers and External Providers](#), [Clubs](#)

[Children who become unwell at school \(including testing\)](#)

[Curriculum and Catch-Up](#)

[Contingency for Further Closures](#)

Obviously, the children will be returning to a school that is different from the one they left. You will need to prepare them for this and brief them on the guidelines laid out in this letter. Should anything within the guidance change before September, I will of course inform you as soon as possible.

If you have any questions, do not hesitate to contact me.

Yours sincerely,

Alastair Haywood

Headteacher

Does my child have to attend school?

Attendance for all children is now, once again, mandatory and children are expected to be in school. Shielding has been paused for adults and children. If you have been advised by a health professional that your child needs to shield, please contact the school office as soon as possible to discuss this further. If, following this letter, you still have concerns about your child returning to school, again, please contact the school office.

[\[Top\]](#)

Home-School Agreement

Before your children returns to school, please complete this home school agreement, found at the link below. Your child will not be able to return to school if this is not completed. It can be found at <https://forms.gle/QCeXXfs7hzNU7rJR6>

[\[Top\]](#)

Uniform and Facemasks

Upon our return children will be able to wear summer or winter uniform. There is no requirement to wash uniform any more than usual. Uniform must be clearly labelled, as any discarded uniform must not go home with another family in error. On days where the children have PE, they can come to school in their PE kit and wear it for the whole day. The sessions run by Premier Sport will be on Wednesday for Year R – 4 (although **not** on the first day of term) and Thursday for Year 5 and 6. The class teacher will confirm the day of the second PE lesson as soon as possible.

The guidance states that facemasks are not needed in school, and that children and staff are not required to wear them. It also states that incorrect use can lead to an increased chance of transmission. Should you as a parent wish to send your child to school in a facemask, this is your choice. However, if your child is in one of the younger year groups, please discuss this with the school first so we can ensure it is appropriate for your child to wear.

[\[Top\]](#)

What Does My Child Need to Bring to School?

Each child will be given their own pack of equipment containing a pencil, rubber, sharpener, glue stick, scissors, whiteboard, whiteboard pen and some coloured pencils. This equipment is personal to them and will not be shared with anyone else. **Please provide a named, clear plastic pencil case for your children to keep this stationery in.** There is no need to bring any additional equipment into school. There is no need for a children to bring a bookbag or rucksack as everything they need will be in school.

Reading books will be sent home on a Monday and will need to be returned on a Friday. This way they can be left over the weekend before redistribution.

[\[Top\]](#)

Arrangements and timings for drop off and pick up

Drop off and pick up will remain staggered, but we will now be using two entrances to reduce the amount of time taken. These will be the large delivery gates by the staff car park and the normal drive leading to the playground. The timings and locations are as follows:

Drop off time slot	Delivery Gates entrance	Main path entrance
0830 - 0840	Year 6	Year 3
0840 - 0850	Year 5	Year 2
0850 - 0900	Year 4	Year 1
0900 - 0910		Year R

Parents will drop their child off at appropriate entrance where they will be met by a member of staff. There will be marked 2m intervals where you should wait on the paths. Please be punctual and swift at drop off and on time so to minimise time waste and queueing. Siblings who are also attending school may be dropped off in the earlier time slot. When children enter the school, they will go directly to their classroom via the quickest route possible.

Pick up follows the same routine with the following timings:

Pick Up time slot	Delivery Gates entrance	Main path entrance
1440 - 1450		Year R
1450 - 1500	Year 2	Year 1
1500 - 1510	Year 4	Year 3
1510 - 1520	Year 6	Year 5

Please can I ask you to be swift in leaving the car park as well so we can ensure a speedy turnaround of parents who need to collect. Children who have permission to walk home will be allowed to leave through their allocated exit. Can you also ensure that anyone who is collecting your child on your behalf has been informed of these procedures.

[\[Top\]](#)

Lunches

We will not be able to use the hall for serving and eating lunches. Children will eat in their classroom and will be having a packed lunch. We have asked Innovate to provide this if needed. In Key Stage 1 parents are entitled to a free school meal and this can be ordered as before using the online portal. Key Stage 2 parents can order a paid packed lunch for their child if they wish. You are more than welcome to provide your own packed lunch for your child.

[\[Top\]](#)

How is the school keeping children safe?

Class Bubbles

The size of a class 'bubble' has now been increased. We have decided that each class will be one bubble. They will be taught by their class teacher, and support by any Teaching Assistants who maybe be assigned to that year group. As far as possible, adults will remain consistent within the group, but specialist teachers (such as Mrs Craven and Mrs Lyon) are able to, and will, move from class to class.

Each year group will have a lead teacher who will take responsibility for the planning of the content. This will be the current class teacher for that year group. One teaching assistant will be allocated to one of the groups within a year group as well.

[\[Top\]](#)

Social Distancing and Reducing Contact

The guidance recognises that children, particularly at primary age, are highly unlikely to be able to achieve social distancing within an education setting. There is no requirement to keep them two metres apart, but to keep them as far apart as possible, in year groups where this is achievable. The government, and the school realise that particularly in Year R and 1 this will be nearly impossible and does not fit in with the way we know best learning takes place for the younger children. The thinking behind the groups is to minimise the contacts a child has in one day as far as possible, not to remove all contact completely. The older the children and the more independent they are in their learning; the easier social distancing is to achieve.

Each classroom will not be shared with anyone else. Each class will not mix with another class at any time. Classes and desks will be arranged, where possible, so that the children are sat in rows and facing the front, as per the guidance. Each classroom will have a seating/carpet space plan and children will sit at the same desk every day.

At playtime each class will have its own allocated space to use. This will either be the playground or one half of the field. Break times will be staggered so no more than three classes will be outside at one time. This will also be the case at lunchtime. Each class will be given their own box of playground equipment so they will not be sharing equipment with other groups.

Where possible children will enter the classrooms through the outside doors, reducing the risk of children passing in corridors. Communal areas such as the ICT suite will be used, as per the guidance, but will be cleaned after each use before another class is allowed in. Water fountains will not be used so children must bring their own water bottle.

Only one child will be allowed in the toilet at a time, with a system being used to indicate when someone is in there.

[\[Top\]](#)

Hygiene and Cleaning

The school will be following the governments suggested hierarchy of measures to reduce transmission. This is:

- 1) Avoid contact with those with symptoms. You must not send your child to school if they are displaying possible symptoms of Covid-19. We define these using W.H.O. guidance as:

Most common symptoms: Fever, dry cough, tiredness

Less Common Symptoms: Aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, a rash on skin, discolouration of fingers or toes

Serious Symptoms: Difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement

https://www.who.int/health-topics/coronavirus#tab=tab_3

If a child presents with these symptoms they **must not** attend school for 10 days, until their symptoms clear, or they have a negative test confirmed. If a member of their household shows symptoms they should not attend for 14 days, or until they have a negative test confirmed.

- 2) Cleaning hands more than usual. Children will be regularly washing or sanitising their hands. As a minimum children will be washing or sanitising on arrival at school, any time they leave the classroom, on re-entering the classroom and at the end of the school day. Hands will be washed with soap and running water, as per the guidance. Alcohol hand sanitiser is also available in all classrooms. Feel free to send your child in with a clearly labelled bottle of hand gel for their own use only.
- 3) Ensure good respiratory hygiene. We will adopt the 'catch it, kill it, bin it' approach and tissues will be readily available in every classroom. Again, children are able to bring their own personal tissues. Bins will be checked and emptied if necessary at break time, lunch time and at the end of the school day.
- 4) Cleaning frequently touched surfaces. Regularly touched surfaces such as tables tops, door handles and sinks will be cleaned before school, at break time, at lunch time and after school. Other equipment such as toys in the younger years will be sterilised each night in preparation for the next day. Our regular cleaning contract will continue, and the school will be cleaned daily, as it is now. Each classroom and communal areas (such as toilets) will be vacuumed or mopped, have the surfaces wiped, door handles and light switches wiped, sinks cleaned, and bins emptied.
- 5) Minimising contact – more details of these are outlined in other sections of this letter.

We have protocols, following government guidance, for dealing with cleaning an area where a child or staff member has shown symptoms or has been confirmed with a case of Covid-19.

[\[Top\]](#)

Volunteers and External Providers

We will not be accepting volunteers in school at this time. External providers such as Premier Sports will still be attending school but will only be teaching in outside spaces and staying at least two metres from the children.

[\[Top\]](#)

Extra-Curricular Clubs

There will be no extra-curricular clubs by staff or external providers for the first half term, as they compromise the bubbles we have established when mixing year groups in clubs.

[\[Top\]](#)

Children who Become Unwell at School

If a child develops symptoms of Covid-19 during the school day they will be assessed. Their temperature will be taken via an infra-red thermometer and their cough/symptoms will be monitored. They will be isolated in the medical room and be supervised by a member of staff who will remain at least 2 metres away from them. PPE will be worn by the staff member supervising them. If the child needs to go to the toilet, they will use a staff toilet, which will then be deemed out of bounds until cleaning is possible.

You will be contacted and asked to collect the child immediately. They will not be allowed to return until they have confirmed a negative test result or have self-isolated for 10 days. The space they were using will be deemed out of bounds until cleaning can occur and their group will be relocated. You should follow guidance on the NHS 111 website.

Should there be a suspected case of Covid-19 there is no need for the rest of the group to self-isolate. If there is a confirmed case of Covid-19 within the group, each child and adult in the group is required to self-isolate according to government guidance.

The Department for Education have indicated that children and their households can be tested should they show symptoms. Information on how to do this can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

No children who has shown symptoms will be allowed to return to school until they have self-isolated for ten days, or they have proof of a negative Covid-19 test.

[\[Top\]](#)

Curriculum and Catch Up

Our first priority is the wellbeing of the children. As before, teachers will address these factors first, and the first few days after our return will be built around getting to know each other again. Teachers will use PSHE and Circle Time activities predominantly to assess where each child is at in regard to their wellbeing. Art activities are useful for getting to chat to children informally and subtly find out how they are doing. Some academic work may commence, but this is of secondary importance in the first instance. Without the right attitude for learning and catch up, new learning will not occur. Children need to be settled in routine and expectations again.

We are aware that children will need to catch up the learning they have missed. However, this is not a case of simply plugging objectives missed in the previous year and teaching them at pace. This will lead to a superficial level of knowledge surrounding these objectives and the possibility of learning not being fully embedded. This will lead to further problems down the line. Instead, teachers will teach the missing objectives when the associated knowledge comes up in their current planning. For example, when Year 3 come to learn about time in Maths, instead of starting with the Year 3 objectives, they will start with the Year 2 objectives they have missed. This will allow the children to build on new knowledge and see how what they have done before connects to what they are learning now. For the majority of year groups, they have plenty of time to catch up on the content missed – there is no rush to get this done in the first month. We will not be narrowing the curriculum and focusing on extra Maths and English lessons. We have never done this. We teach the skills in the lessons in the morning and then use the other subjects as an opportunity to practice and further those skills. This is what we will continue to do. The creative and expressive subjects are of high value and give plenty of opportunity for learning.

We will, of course be assessing the children to have an idea if there has been any lost learning during the time of school closures. We saw last term that many children returned working at roughly the same level as before, but not all. We

will not be giving formal tests in the first few weeks. Instead, we will be using formative assessment – working closely with pupils, giving short tasks designed to ascertain their attainment in specific areas and taking the appropriate time to do so. I am proposing a tier system to help with this, for both learning and wellbeing.

Most children, following assessment, will fall into Tier 1 – where the normal provision will be sufficient for their academic or emotional wellbeing and they will not need any additional support beyond what is offered in the classroom.

Some children will fall into Tier 2. Following assessments, it has been decided a child in this group may need a small level of support. This may be a weekly session to boost learning or a small intervention over a short period of time to aid their academic or emotional wellbeing.

A small number of children will fall into Tier 3. These children will need more intensive and regular support, either academically or emotionally following their return to school. This may be a long term, regular intervention. This is where the 'Catch-Up Premium' will be initially focussed.

The money supplied by the government is £80 per pupil. This equates to around £13,000 for the school. This may sound like a lot, but actually means 4 hours per pupil of 1:1 tuition. We must make sure that this money is spent on those that need it most first.

[\[Top\]](#)

Contingency for Further Closures

We are hopeful there will not be widespread closures again. However, a child may need to self-isolate if someone in their household is showing symptoms. In this case, the class teacher would provide work for the child (possibly utilising the Oak Academy videos and content). This would be three activities per day, as was the case during school closures. The teacher would also endeavour to make contact with the child at least once a day. This will be case if anyone is unable to return to school if they need quarantine following a trip abroad.

Should a whole class need to isolate due to a confirmed case, then we would utilise Microsoft Teams to deliver learning. It is important they can continue their learning in the best way possible. The teacher would have live contact with the class at least once a day. This maybe to teach a lesson, or it may be to set out the work for the day. It may be to read a story. Each day may look different, but there will be ongoing daily contact with the teacher and the rest of the class. This will mean they can continue their academic and social development. There have been changes to the way our Teams account has been set up, and I will confirm these as soon as possible. If you did not set up a Teams account last term, there is no need to worry as this is in hand.

[\[Top\]](#)