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Be Adventurous



Be Ambitious



Be Curious



Be Kind



16th July 2020

Dear Parents/Carers,

On Thursday 2 July, the government released guidance to all schools regarding school arrangements from September 2020 onwards. It is the Government's plan that all children, in all year groups, will return to school full time from the beginning of the autumn term.

As a staff team we have been planning our return in September. We have had discussions and support from the Blue Kite Trust and other Trust Headteachers to decide the best way forwards. We will follow Government guidance, minimise the risk and keep all staff and children as safe as possible. We have completed our risk assessments and would like to reassure you by sharing our plans. Many of the protocols and procedures we have had in place this term, will continue next term. We ask that parents adhere to these plans and support us in ensuring everyone's safety.

The Government have stated children can be in 'bubbles' the size of a normal class of children. Therefore our bubbles will be:

- Beech Tree Class YR/Y1
- Oak Tree Class YR
- Cherry Tree Class YN

Covid 19 procedures:

- Class size bubbles
- Promote 'catch it, kill it, bin it' regime for coughing and sneezing
- Hygiene station in each room – with tissues, hand gel and bins (snuffle station)
- Washing hands more frequently timetabled throughout the day, for at least 20 seconds with warm water and soap and the use of hand gel
- Teaching children about germs and the importance of handwashing
- Not allowing children to hug one another
- Taking temperatures of children who look flushed
- Sending any unwell children home immediately
- Asking parents to ensure any children who are ill stay at home
- Activities spaced out inside and out
- Playing outside as much as possible in own playground space
- One section of toilets per bubble group
- Wash hands or hand gel on entry to school in the morning and frequently throughout the day
- Staff wearing PPE when dealing with any intimate care
- Children only interact with children and staff in their bubble group, including at breaktime
- New postbox on the wall outside the main office for any communication
- Increased cleaning
- Separate entrance and exit points per class bubble with some staggered entry



Please talk to your child about Coronavirus and why it is important to wash their hand and cough or sneeze into their elbow. We will go through all this with the children in September, and explain our expectations, but would appreciate parents also explaining this before we return.

Communication

Our normal methods of communication will continue to be used – via emails, fortnightly newsletters and when urgent, a text message. We want to get to know our new families, but this is hard when we cannot communicate face to face like normal. But please be assured, we want to support you and your children whilst they start school. Please do not hesitate to email or phone the office with any query. It can be daunting when your child first starts school and we are happy to help.

Staffing

Staff will be allocated to their class bubble. We will be trying to ensure staff stay within their bubble class group, as much as possible. If staff need to swap bubble groups, they will do so in a socially distanced way, this may be for PPA cover or lunch duty.

Drop off and Pick up

Drop off and pick up should be quick and will be via an allocated playground. Parents should stand at least 2 meters apart and will not be able to talk to the teacher. Please contact the office if you would like to speak to your child’s teacher and we will give you a call.

Class	Area	Timings
YN Cherry Tree Class	<ul style="list-style-type: none"> • Enter through right hand gate and turn left. Enter school through first door next to shed • Parents to stand on lines 2 meters apart facing shed • Pick up at 11.30 from the main entrance of main portacabin • Pick up at 3.30 through right hand gate same as morning 	8:30am – 11:30am 12:30pm – 3:30pm
YR Oak Tree Class	<ul style="list-style-type: none"> • Enter and exit through right hand gate and line up opposite the far left hand door at far end of portacabin • Parents to stand on lines 2 meters apart facing the portacabin • Pick up from same place 	Drop off 8:50am Pick up 3pm
YR/Y1 Beech Tree Class	<ul style="list-style-type: none"> • From outside enter and exit through main gate and then left hand gate. Line up in playground parallel to new Portacabin of the left of the site • Parents to stand in line 2 meters apart • Pick up from same place 	Drop off 8:50am Pick up 3pm

Break and Lunchtimes

Nursery children will have a snack within their morning or afternoon nursery setting. This will cost £5.00 per term payable through parent pay. 30 hour children will be supervised during lunchtime in their bubble and will need to bring a healthy packed lunch (no nuts).

Reception and Year 1 children will have a free snack within their morning learning session and a free packed lunch ordered online. They will eat this in their classroom at a social distance. Staff will bring the children their packed lunch and clear it away again.

During lunch play, the children will use their allocated playground and equipment.

We will aim to allocate bubble staff members to each class during their lunchtime.

Wrap around Care

We will be able to offer wrap around care for Year 1 and Reception children from September.

- For Y1 children this will be from their first day back to school, 7th September.
- For Reception children this will start from 17th September.

The care will take place in their classrooms with Teaching Assistants. Drop off and collection will be in the same place as the morning and afternoon school sessions. Please book online via ParentPay.

Breakfast Club 7:45-8:50am

After School Club 3-4:30pm

Curriculum & catch up Learning

On return to school, we will focus on supporting the children's social and emotional development. Please let us know if you feel that your child requires any extra support eg due to a change in family circumstances such as relationship changes, illness or bereavement. For Nursery and Reception children the beginning of the EYFS curriculum is all about learning how to play and learn together, the class rules and getting to know our teachers and friends. For Year 1 children, we will begin with the class routine and getting to know our new teachers and then start with a revision of some EYFS learning. We will assess the children in an informal way in September and any catch up plans will be part of our normal delivery of lessons. We will identify any gaps and then plan for further learning and extension for each child. We are planning our normal broad and balanced curriculum with exciting topics to engage the children.

Equipment

Children will need a filled water bottle every day. Any medication eg inhalers should be brought to the main school office at the beginning of term. In term 2 children will bring in wellies and PE kits and a book bag to carry things from school to home.

In school children will have a little plastic zippy bag with their equipment inside eg whiteboard, pen, pencil, counters etc. This will mean less sharing of equipment.

Cleaning

We will continue cleaning the school following the Government guidance. As our school grows there were already plans for additional cleaning staff. We have now recruited these cleaners and have begun our induction process, so the extra staff members are ready to begin in September.

Other Changes

Assemblies will take place in the classroom or virtually. We do not know if events such as parents' evening, or Christmas productions can go ahead at this stage and will share further information when we are able.

Stay at home

Please can we remind you, it is essential that if your child, or anyone in your household, is unwell and presenting with any symptoms that they stay at home. **Please inform us if this is the case.** A non-touch thermometer will be used to check children's temperatures if we are concerned about their wellbeing. If in doubt, we will contact you to arrange for you to collect your child immediately.


You must then arrange for a coronavirus test to be completed for the child and family members – the office is happy to support you with this. Please then share the results with school as soon as possible. The Government also request that we all engage with the NHS Test and Trace process to stop further outbreaks.

Thank you to those families who have been working with us through this uncertain time. We look forward to welcoming you and all our new families back in September. Please do not hesitate to contact us with any queries or concerns.

Yours sincerely



Mrs L Dance



Mrs J Fraser