



Dear Parents,

20.05.20

We are now at a point when we can provide you with the details about school opening in June for children in Year R, 1 and 6. It has been quite an undertaking interpreting the government's ambitions and putting this into place. The information we have provided here will hopefully help inform your choice of whether you choose to send your child into school or not. We as a school appreciate the whole spectrum of feelings about COVID-19 that communities have and respect the choice you have to make.

With this letter we have also included information about:

- Social distancing policies for parents, staff and children
- Dealing with a suspected COVID case in school
- Class lists, staff and locations

Our approach is based on the government's guidelines of reducing transmission through:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents
- minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Some key details of our approach:

- Children have been split into small groups of max 15 and been assigned two members of staff to teach them
- Each group has their own teaching space and break times/lunchtimes have been staggered
- Each group is independent and isolated from other groups in the school at all times (this includes the staff)

We recognise that implementing strict social distancing with much younger children is not feasible or realistic. Instead children are encouraged to distance and reduce sharing of resources. With older children it is much easier to implement with separate desks and resources more easily set up and maintained (see the children social distancing policy).

We have changed the drop off and collection routines in order to avoid large gatherings at any one time (see the Parent policy document).

- **Classroom doors and the gate will be open at 8:30am - 9:15am to spread the arrival of children. No children can enter the site before this time.**
- **Collection for Year R and 1 will be from outside the classroom doors (see the list of classrooms with this letter) at 3pm**
- **Collection for Year 6 will be at 3:15pm also from outside the classroom door.**

We will be staggering the start of each year group during the first week to help us ensure routines are in place and working before numbers increase. See below:

Monday 1st June	Year Reception and ARB only
Tuesday 2nd June	Year Reception, Y1 and ARB only
Wednesday 3rd June	Year Reception, Y1, Y6 and ARB
Thursday 4th June	Year Reception, Y1, Y6 and ARB
Friday 5th June	Year Reception, Y1, Y6 and ARB

We will be providing school packed lunches for all children in Reception and Year 1. We cannot provide Year 6 with school lunches at this time but the collection of free school meals bags will continue.



We will be sending all parents in Year R, 1 and 6 a text message to let them know which class of 15 they are in, which classroom they will be based in and who their teachers will be. It is of course very likely that your child will not be taught by their usual teacher and TA or in their usual classroom. We have tried to keep a familiar staff member with every group and keep classrooms as close to their normal settings as possible.

Home learning will of course continue for those year groups not in school (Y2,3,4 and 5). It will to a certain extent also continue for Year R, 1 and 6 for any children that do remain at home, although this will be limited in scope and managed not by their class teacher.

Now that you have had more information about our approach you can use our survey that we will be posting on Facebook to indicate if you initially intend to send your child into school or if you have any further questions. I will then collate the common questions into a frequently asked questions document for you.

So, please look out for the survey and the text message!

All the best,

Will Johnson
Headteacher



Parental Social Distancing Policy

DROP OFF

- Drop off at the designated classroom door anytime between 8:30 - 9:15am
- Classroom doors will be open for children to walk straight in
- No arriving earlier than 8:30am - no playing on playground equipment
- Respect the staff space, don't cross the line into the boxed off area by the door
- Leave the school site promptly, don't gather to chat with others

COLLECTION

- Reception and Y1 collection at 3pm from the playground outside the classroom
- Year 6 collection at 3:15pm (children can still walk home alone with your permission)
- Stand at least 2m apart from other parents when waiting
- Don't approach the classroom door unless asked to
- 1 parent only must collect children
- Try to keep collection person consistent within the family
- Don't gather with other parents in any area of the school grounds

ACCESS TO SCHOOL OFFICE

- Call the school if you can for any enquiries (01209 713460)
- 1 parent at a time in the School Office atrium, queue 2m apart if needed
- Use the hand sanitiser provided, speak through the glass screen
- No parent is to enter the school building

PERSONAL ROUTINES

- Wash your children's hands before leaving for school and when they return home
- Wash your children's clothes after each day at school



Staff Social Distancing Policy

CLEANING

- Follow the cleaning routine – be proactive, wipe shiny surfaces often!
- Report cleaning issues promptly to site team
- Report when cleaning products run out
- Use alcohol based wipes for cleaning intimate care areas
- Wipe returned reading books from the return box and leave for 24hrs
- Remind children to follow the routines for washing hands regularly

COMMUNAL AREAS

- Use your designated staff room area (Nur, ARB, Main, PPA Room)
- Don't linger to chat in the staff rooms
- Eat in your designated teaching area or any other space that is SD friendly
- Keep to the left in the corridors
- Don't enter another teaching space unless required to
- Don't enter the school office area, wait in the corridor
- Where possible seek to use your own mug etc...

TEACHING ROUTINES

- Remain with your staff and children at all times (apart from your own break)
- Bring key worker after school children to the hall for after school provision
- Plan lessons that don't require distanced marking
- Mark maths over the shoulder or children self-mark
- Remind children of the routines for shared resources like books and IT equip

FIRST AID & ACCIDENTS

- Treat minor first aid that occurs in your teaching group – record as normal
- **Major accidents override social distance rules – seek senior first aid help or SLT immediately**



KS2 Children – how to keep safe

WASHING AND KEEPING CLEAN

- Wash your hands regularly – soap and water for at least 20 seconds
- Try not to touch your eyes, mouth or pick your nose!!
- Use tissues if you sneeze and put them in the bin straight away!
- Try to keep your distance from other children and your teacher
- Use your pencil, pen and ruler only, don't borrow others

PLAYTIMES

- Keep with your class group
- Wash your hands before and after playtime
- No games where you will be touching other children
- After break, freeze at the first whistle, walk straight into class to your table after the second whistle

DURING LESSONS

- Keep to your own table and resources unless told otherwise
- Don't wander around the room, put your hand up!
- Follow the routines for changing your reading books

CORRIDORS

- Keep to the left hand side at all times

GOING HOME

- If walking home on your own: walk with a 2m gap. Go straight home.



KS1 Children – how to keep safe

WASHING AND KEEPING CLEAN – Children will be reminded to:

- Wash their hands after eating, toileting or going outside.
- Try not to touch their eyes, mouth or pick their nose!!
- Use tissues if they sneeze and put them in the bin straight away
- Try to keep their distance from other children and their teacher
- Use their pencil, pen and ruler only

PLAYTIMES – Children will be reminded to:

- Keep with their class group
- Wash hands before and after
- Avoid playing games where you will be touching each other
- After break, freeze at the bell, walk straight into class to your table

DURING LESSONS – Children will be reminded to:

- Keep to their own table and resources unless told otherwise
- Not wander around the room and put their hands up!
- Have all the things they'll need for the day (water bottle, sun hat)

CORRIDORS AND LUNCH TIMES – Children will be reminded to:

- Keep to the left when walking
- Use their designated toilets only
- Eat at their class' table

GOING HOME– Children will be reminded to:

- Go straight to their parents/carers.



Children's class groups

Year group	CLASS NAME	LOCATION OF CLASSROOM	MAIN TEACHING CONTACTS
Year R	Little Bears 1	Little Bears Class	Miss Uren / Mrs Honeybone
	Little Bears 2	Nursery	Mrs Purchase / Mrs Wills
	Billy Goats 1	Billy Goats Class	Miss Leyshon / Mrs Hampton
	Billy Goats 2	Kings Class	Mrs Hitchens / Mrs Rule/Mrs Sedgeman
Year 1	Goblins 1	Goblins Class	Mr Hoon / Mrs Rainsford
	Goblins 2	Genies Class	Mr Wilson / Mrs Cardigan
	Gingerbreads 1	Gingerbreads Class	Miss Bingham / Mrs Hocking
	Gingerbreads 2	Wizards Class	Miss Waters / Miss Edwards
Year 6	Giants 1	Jesters Class	Mr Emery / Mrs Pearson
	Giants 2	Knights Class	Mr Oates / Mrs Clark
	Kings 1	Buccaneers Class	Mrs Wallace / Mrs Findlay
	Kings 2	Pirates Class	Mrs Moyle / Mrs Willey
KW	Keyworker Group (Year 2,3,4,5)	Trolls Class	Mr Reynolds / Miss Jorey



SUSPECTED COVID CASE PROTOCOL

IF YOU IDENTIFY A SUSPECTED CASE

- Take the child to isolation room immediately (in TLA this next to Chris S office)
- Notify senior staff who will assign supervision and contact parents

SUPERVISION & CLEANING

- 1 person to supervise the child at all times
- Supervisor should wear PPE (gloves, mask, apron, visor)
- Window should be open and door closed depending on age of the child
- Once the child has left, staff with PPE (gloves, mask, apron) are to clean the room with suitable products. Cleaning waste must be double bagged and quarantined for 72hrs before disposal in the normal rubbish collection

PARENTS ROLE

- Collect your child immediately from school
- Begin isolation period of 14 days of child and immediate family in the household
- Book a COVID test for your child and any family members requiring one
- Contact school with the test result as soon as you have it

SCHOOL RESPONSE TO A POSITIVE TEST

- Child's class and teachers are asked to not attend school and begin 14 days of isolation at home

SCHOOL RESPONSE TO A NEGATIVE TEST

- The child can return to school as soon as they are well and the symptoms have gone