

Dear parent / carer,

RETURN TO SCHOOLS SEPTEMBER 2020

I hope you and your family are safe and well. It has been a strange summer, however, I hope you were able to enjoy some of the glorious weather and had the opportunity for some quality family time together.

As we prepare for the new academic year we continue to work closely with our Trust (Thinking Schools Academy Trust) and to follow the Government advice to ensure we give the safest welcome for our pupils.

The Government's guidance for opening to all Year groups from September is the cornerstone to our plans and we have been working around the clock to reflect this and ensure a safe welcome back for all children in the new academic year.

We are now in a position to be able to share a summary of the principles for opening to all children in September.



In addition to this letter, the information [here](#) will help you understand how the return-to-school based learning will happen and answer questions you may have.

We will be continuing to work to our mission of Child First = Child Safe = Adult Safe. This has guided our planning since lockdown and we are pleased with how well it translated to everyone in our school community.

HOW WE ACHIEVE 'CHILDSAFE'

At the heart of our strategy to keep everyone safe will be the Year Group Bubble. Each pupil will be part of a consistent bubble made up of their year group with NO mixing between these bubbles in the school. Teachers will be, where appropriate, situated as they would have been pre-Covid-19, in a base classroom with limited movement during the school day. The reason we have taken this approach is to enable us to safely deliver as much of the curriculum as possible to our pupils.

I have outlined below the considerations and principles that will be in operation in time for all of our pupils returning. As a result of all these measures we believe we will be able to provide a safe learning environment for your children and we look forward to welcoming them all back this week.

1. MANAGING SICKNESS AND REPORTING

Please remember that you must not send your child to school if they are unwell or displaying any symptoms of Covid-19.

- New continuous cough.
- High temperature.
- Loss of, or change in, your normal sense of taste or smell (anosmia)

We are going beyond the Government advice regarding Track & Trace to ensure the highest safety for our community. Therefore, any member of our school community that is displaying symptoms must self-isolate and be tested.

In the event of a positive test result, we will inform Public Health England (PHE) and follow their advice.



2. ARRANGEMENTS FOR THE START OF TERM We will provide a full-time education provision for all children five days a week. The Government expect all children to return in September and we have planned carefully to ensure that we are able to welcome **everyone** back safely on **Thursday 3rd September 2020**.



3. ARRANGEMENTS FOR THE SCHOOL DAY

To keep the pupils' day as uninterrupted and smooth-running as possible we have implemented a new approach to the school days.




With our families being made up of children from across a variety of schools we have decided against a staggered start time and instead have a time window where all children can arrive from 8:30-9:00am. We will use 3 entrances to avoid any crowds or congestion. Pick up times will be staggered with a time for year 3 and 4 and a time for 5 and 6. This is to avoid the overcrowding on the playground and the roads around the school.

Gates will open (Shelford Road gate) for year 3 and 4 parents to come onto the playground and wait for their child at 2:55pm Parents must enter and exit through the Shelford Road gate.

Gates will open (Crofton Road gate and Garden gate on Meon Road) for year 5 and 6 parents to come onto the playground at 3:10pm. Year 5 parents must enter and exit through the Crofton Road gate and Year 6 parents through the Garden gate on Meon Road.

If a parent is picking up children from different year groups, choose one gate to use. Year 5 and 6 pupils will not be permitted to leave before 3:15pm, however, parents are able to wait on the playground for them to come out. Year 3 and 4 pupils need to stay with their parents whilst waiting.

ARRIVAL/DEPARTURE: To support social distancing, pupils must enter and leave the school grounds through the entry / exit points outlined below:

| Year Group | Drop off time | Pick up time | Entrance and Exit | Image |
|------------|---------------|----------------------------------|-------------------------|--|
| 3 and 4 | 8:30-9:00am | 3:05pm (Gate opens at 2:55pm) | Shelford Road Gate |  |
| 5 | 8:30-9:00am | 3:15pm (Gate opens at 3:10pm) | Crofton Road Gate |  |
| 6 | 8:30-9:00am | 3:15pm (Gate opens at 3:10pm) | Garden Gate (Meon Road) |  |

A few points to make clear here:

- a. At the start of the school day, pupils should go straight to their classroom.
- b. Pupils **must** arrive by 9am, gates will be locked promptly and lateness by pupils will affect the integrity of our bubbles.
- c. Parents will not be permitted past the gate at drop off. (Parents of our new year 3 pupils will be permitted on the first few days if their child is anxious to avoid any congestion at the gate.)
- d. Parents can wait on the playground at pick up. The gate will open at 2:55pm for year 3 and 4 and 3:10pm for Year 5 and 6.
- d. Parents are asked to adhere to the 1 metre social distancing and leave the site and roads around the school promptly at drop off and pick up.

- e. Parents are asked to not bring any additional adults with them (unless absolutely necessary).
- f. In accordance with government guidance, it is essential that parents do not gather in groups before or after school.
- g. Parents must socially distance whilst waiting on the playground.

LARGE GATHERINGS: There will be no whole school assemblies taking place throughout the Autumn Term to ensure safety. Assemblies will take place virtually in the classrooms.

BREAK/LUNCHTIMES: Break and lunchtimes will be staggered so that the Year Group Bubbles do not mix. Please provide your child with a healthy break snack as usual. There will be no tuck shop available this half term. We will be offering a hot meal option as usual, alternatively please provide your child with a healthy packed lunch. Pupils can bring their pack lunches in their lunch boxes, we ask they these are clean daily at home.

FACE COVERINGS: In line with government advice, children under 12 do not need to wear a face covering.

DRINKS: Children should have their own named water bottle in school so that they can drink water through the day. If a child forgets their water bottle we will have disposable cups for them to get a drink from, but for environmental and cost reasons we'd like to keep use of these to a minimum so please do help your child to remember their bottle each day. If you prefer them to keep their water bottle in school that is fine and it can be refilled each day.

ORGANISATION OF SEATING: Government guidance suggests that children should sit facing the front. Where possible and where space allows it, children will sit at their tables facing the front. There will be occasions when pair and group work is required and the classroom space will be used to distance children where possible.

Staff will support children as they usually would when they need help with their learning. The teachers and teaching assistants who are based with that year group won't need to socially distance from the children as they are part of that bubble, but will endeavour to practise social distancing when they can. Sometimes the class will have another adult teach them such as a sports coach or computing or music teacher. These teachers will maintain distance from the children as they work in a range of classes.

FIRST AID PROCEDURES: All minor first aid treatment will be administered within the year group. This will be carried out by our first aid trained staff in that bubble. More serious injuries will be treated outside of the classroom in our first aid room. PPE will be used when appropriate.



4. SCHOOL RULES

We expect our pupils to return in full school uniform. Wearing the correct uniform is important to our identity, and school community and we recognise the importance of establishing our school as a family of learners together and uniform is integral to this. For further information about uniform please see our school website. In September, girls will be expected to wear grey skirts or trousers. Black/grey leggings are not permitted.

All normal school rules will apply as well as additional expectations around behaviour in corridors and the maintenance of social distancing – these are shown on additional signage throughout the school. If pupils choose to ignore these expectations then the school will apply the normal range of sanctions. Our behaviour for learning policy has been updated to take into account new rules associated with health and safety. This can be found on our website

STATIONERY: We ask children not to bring in their own stationery or pencil cases. This will be provided by school and kept in school.

Pupils will not be able to bring books home to read. Home reading books can be borrowed from the E-Book library. In school, pupils will use the library regularly to select books to read in DEAR (drop, everything and read) time.

BAG AND BELONGINGS: We would like to limited items that pupils bring in from home to essentials only e.g lunch boxes, medicines. Book bags are best as they fit in pupils trays. We will be keeping pupils inhaler and other medication in the classroom so pupils do not need to leave their bubble. Cloakrooms and lunch box trolleys will be used in the usual ways.



5. SAFETY AND CLEANING

Ensuring that our school is kept clean is a key part of our plan. This means regular cleaning of all shared spaces including classrooms, corridors, and toilets.

Hand washing will be the principle means of securing hand hygiene and will be easily accessible throughout school.

WELLBEING: Supporting your children's wellbeing is our number one priority. The first two days back in September will be focused on recovery, routines and structures. To help them to do this each pupil will have a handbook to complete and share with you at the end of the two days. If there is any information about your child's wellbeing that will help us to support them emotionally in September please fill in this form. E.g. Covid fears and anxieties, bereavements, family circumstances we need to be aware of.

https://forms.office.com/Pages/ResponsePage.aspx?id=s23q1ha_kkmgEHn2jjmNvJX8GCY2FIVCukrRF5ct_CdU_NUM2QzNNNzNZQU1BWUxQSThTMIRLMU8yQy4u

Please note that you only need to complete this form if you have something that needs sharing about your child.

SCHOOL COMMUNICATION: We will continue with our regular communication with you including a weekly Headteacher newsletter on a Monday. Next week we will be sharing a comprehensive Parents Handbook which includes the detail from this letter and more, allowing us time this week to address any teething problems we may encounter.

7. QUESTIONS YOU MAY HAVE: As there are a number of changes to our normal procedures this term, we've



put together a list of possible questions you may have and we hope that this clarifies different aspects of school.

1. If I'm running late before or after school for an unavoidable reason and cannot get to school in time, what should I do?

Being on time for school is so important and we will be following our usual procedures for when children are late. If you are running late it is essential that you contact the school immediately so safe arrangements can be made to drop off or pick up your child. Where you are unable to do this before arriving at school please call the school upon arrival to make arrangements instead of coming into the school reception.

2. What will happen if I do not send my child into school?

Previously, when the coronavirus (COVID-19) pandemic was increasing, parents were not penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. All school's attendance procedures will be followed. Please contact the school before Thursday 3rd September if you have any concerns about your child returning.

3. If I don't have Parent Mail/Parent Pay will I be able to pay cash for meals or clubs or events?

We are no longer accepting payment by cash. Please contact the school office who will support you with online payments.

4. Will school trips be able to go ahead?

Government guidelines states that non-residential visits can now take place. However, as a school we have made the decision not to go on any school visits in the first half of the Autumn Term due to the extra elements of risk this may add. Instead we'll be aiming to add to the children's curriculum experience with visitors linked to the topic either coming into school to talk to the children in a socially distanced way or talk to the children virtually.

5. Will there be breakfast club, after-school clubs e.g. Dance, football?

We are looking to start school clubs in the second week back. We have some work to do to work out how to run these in the safest way possible, so that as many children as possible can benefit from them, but whilst maintaining our bubbles. Each club will be risk assessed to ensure we can maintain the integrity of our bubbles.

6. Can parent/child events still take place e.g. open afternoons, Halloween disco, Christmas nativities and concerts?

At the moment we are unable to hold any events with parents due to restricting the number of people that come into school. As soon as we're safely able, we will be aiming to hold our usual range of family events. In the meantime, we will find alternative way of ensuring we can still come together as a community.

7. I have children in different year groups with different collection times. How does this work?

At collection time, please collect children at their designated finish time. This ensures that no learning time is lost. Please contact the school if you are experiencing difficulties due to siblings at other schools and we will try and support you as best we can.

8. My child has asthma/hay fever/allergies and as a result sometimes has a persistent cough. Will they be sent home because of this? Will I have to provide medical evidence to stop them being sent home?

This is a difficult question to answer as we will consider every child's individual circumstances. We must strictly follow the guidance about sending children home if they show any symptoms of Covid-19 but we realise that children have coughs for all kinds of reasons. We will work with families to ensure we get the balance between keeping everyone safe and not sending children home unnecessarily.

9. If public health requires a year group or school to self-isolate, will my child be provided with home learning?

Yes. We have a remote learning plan which will be available on our school website soon. Learning will be provided immediately, if parts of the school have to isolate, on our new remote platform Seesaw.

10. If my family has to isolate, will you be able to provide my child(children) with home learning?

Yes. We have a remote learning plan which is available on our school website. The school will ensure families are directed to quality daily learning material as well as provide material from school to prevent your child falling behind.

11. Will the children be able to cope with all the changes?

We are aiming to make school as normal as we possibly can. Many of the changes we have are to do with procedures which are the responsibility of adults and to the children these routines will just become the way that things happen. However, every child is different and we know that some children will just settle quickly back into the routines of school but others will find it difficult. Staff will be very aware of the pastoral needs of children and we have Miss Knight, our family support lead, who will always be available to chat to children and provide support. If your child does come home from school upset about anything please let us know and we can make sure that we support them.

12. My child has friends who are in a different year group and he/she is upset about staggered breaks/lunch and not seeing their friends. Will they be able to see friends in different year groups?

Unfortunately, we do have to follow guidance about bubbles as this underpins the national strategy for getting children back to school. For the time being children will only have breaks and lunchtimes with their own class. Once national guidance changes on this we will look to going back to our usual systems for playtimes and lunchtimes.

13. A member of our household was shielding during lockdown. Will he/she be safe when my child returns to school?

Below is the guidance from the DfE around shielding and returning to school

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend

- pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

14. Will fire drill procedures have to change?

Due to the layout of our site we have made very little change to our fire drill procedures. We will have a fire drill early in the new term..

15. We didn't get to go on holiday as ours was cancelled, will we get a fine if we go during term time?

Our usual procedures for authorising holidays will apply. Holidays will only be authorised for a very limited set of circumstances and fixed penalty notices will be issued for unauthorised holidays. Children have missed so much school it is critical that they attend well now that they are back.

16. Should my child wear fresh uniform everyday?

We expect children to wear the correct school uniform. Full details of this can be found on our website. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

17. What will you put in place to help children settle into their new class as many have missed so much time in school?

We were unable to do our usual transition work in the summer term so the first two days of term will be transition days. The children will be doing activities to help them get to know their new teacher and to get them used to being back in school and finding out about the routines.

Our Pastoral Team have already met before the summer to talk about what we may need to put in place for children who are struggling being back in school and it is a high priority of ours as a school to ensure that the wellbeing of children is put first.

18. What can we as parents do to help our children catch up with gaps in learning and skills?

We have a new Home Learning Policy this year with a focus on practising reading, spellings and times tables. We'll send this out in the new term. The most important thing that you can do as parents is to read with your child every day and to practise the spellings and times tables that their teacher sends home for them.

19. Can my child bring in their own hand sanitiser?

We have hand sanitiser at all entrances, sink and sanitiser in all classrooms, as well as various stations around the school. Pupils are permitted to bring in their own if they wish but they must be responsible for looking after it and storing it in their trays.

I would like to take this opportunity to thank our children, parents/carers, staff and governors for their support over the last term and indeed, since the pandemic impacted on our usual ways of teaching and learning.

Together we have overcome some great challenges and we are proud of what we have achieved. Should there be any further changes to the Government guidance before we return, or during the new academic year we will respond as fast and as best we can.

However, in the meantime, I would like to thank you again and I hope you have found this update useful.

Yours sincerely,

Mrs Sara Paine

Headteacher