

20 May 2020

Dear Key worker / vulnerable pupil Parent,

I hope this letter finds you and your family fit, well and healthy. I am writing to you to outline what the return to school for your child will look like if the Government decide that primary schools are to partially reopen on 1 June. I have sectioned this out to try and make it as straight forward as possible and to give you an idea of what a day will look like. Unfortunately, due to the need to maintain social distancing as much as possible, and to reduce the likelihood of mixing between groups, it does mean that school days will be far from normal. I can only apologise in advance for any potential inconveniences that are caused due to the alterations we have had to make.

Start of day:

When arriving at the main school (Somerset Road) gates you will be required to queue outside of the school until they are opened. Social distancing markers will be in place outside of the school. Children will be handed over at the gates to a member of the school staff and you will be asked to leave from those gates.

If for any reason you feel you need to speak to a member of teaching staff or the office, we kindly ask that you phone the school and leave a message. We will then, ring you back as soon as we are able.

We ask that you make every effort to following these timings to support us in the smoothest possible transition at the start of the day. We appreciate that is going to be very different from normal, but these are unfortunately not normal times.

The table below shows the staggered start times that we have had to implement to support social distancing. I have included all the timings for each of the returning year groups but have highlighted yours in particular.

Time	Year Group	Location Entrance
8.45am	Key Worker / vulnerable children/	Main School entrance Somerset Road
9.00am	Year N	morning only children - double gates near dining hall (Near the entrance to the Rec)
1.00pm	Year N	afternoon only children - double gates near dining hall (Near the entrance to the Rec)
9.00 am	Year N	30 Hour children Nursey Entrance
9.00 am	Year N	2 ½ day children Mon- Wed Nursey Entrance

9.00am	Year 6	Rear School Entrance Upper Grosvenor Road
9.15am	Year R	Main School entrance Somerset Road
9.30am	Year 1	Rear School Entrance Upper Grosvenor Road

Please be aware that if you are a key worker and have a child attending from another year group who is not part of the 'phased reopening' (years 2, 3, 4, and 5), then you will have a potential wait between drop off times. Unfortunately, with the social distancing systems we have had to implement, we do not have the staff or space to accept both sets of children at the same time. The process of children entering the school site is outlined below.

Key worker children will be individually greeted at the gate by a member of the SLT. They will enter and sanitise their hands. They will then walk up onto the playground and be met by the teachers and TA's who will be taking these children. Parents will not be permitted on to the school site to support social distancing.

Year N children and families will be individually greeted at the correct Nursey gate by a member of the SLT. Handover will occur at this point (parents will not be permitted to enter the Nursery). The children will enter and sanitise their hands. Please check the table above for the correct entrance based on the hours you child does.

Year 6 children will be individually greeted by a member of the SLT at the gate on Upper Grosvenor Road. They will enter the playground and sanitise their hands. They will be told which room to go and will be asked to proceed directly to those rooms.

Year R children will be individually greeted by a member of the SLT at the school gates. They will enter and sanitise their hands. They will be told to proceed up to the playground. Once there, teachers who will be responsible for these children will greet them get them ready to enter the school and go to their allotted classrooms.

Year 1 children will be individually greeted by a member of the SLT at the gate on Upper Grosvenor Road. They will enter and sanitise their hands. They will then line up on the playground with the teacher that has been assigned to them. Once all the children have arrived, these groups will then be taken to their allotted classrooms.

For families with children in Year 6 and Year 1 both children can be dropped off at the allocated time for Year 6 pupils (9:00am). Year 1 children will then wait with their allotted teacher until the remainder of Year 1 have arrived.

For families with children in Year 6 and either Year R or Year N they will have to drop off their Year 6 child first and then walk around the outside of the school using the public footpaths to drop off younger children to either the correct Nursey or Year R entrance.

What to bring to school:

We ask that the children **only** bring with them their school lunch and labelled drink bottle if they are not going to be having a school dinner.

They must not bring a school bag or book bag with them, to help promote good hygiene.

School uniform should be worn, but we would like to relax the rule of footwear and ask if possible that your child comes in trainers.

Children should not bring a PE kit into school.

Lunch:

If your child is going to have a school dinner, please be aware that these will be packed lunch. No hot dinners will be provided at this time.

During the school day:

Children have been grouped into sets of 15. Therefore, there will be up to 3 classes operating depending on numbers. Each of these will have an assigned adult. For these groups this will not be their usual teacher as we have had to redistribute staff from across the rest of the school to be able to reduce the class sizes to 15 children.

These children will stay together throughout the day and will, to the best of the school's ability, not mix with children from another group. To achieve this break times and lunchtimes have been staggered and each playground has been divided in half. Throughout the day children will be asked to wash their hands. As a school we will be promoting the rules of good hygiene, particularly during transition times such as breaks, lunches and end of days.

If you are choosing to send your child into school on 1 June, we would like you to spend time with them practising how to wash hands properly, so that they come in as prepared as possible.

These groups and structures are of course dependent on having sufficient staff to run them. If staff become ill, or have to self-isolate, it may mean we cannot accommodate a group of pupils. If such a situation does arise, we would contact you as soon as possible.

End of day pick up:

End of day pickups are also to be staggered, to reduce social mixing and to support social distancing as much as possible.

For Key Worker / vulnerable children this will occur from the gate on Somerset Road (Main School entrance). You will be required to line up outside, along the pavement, using the markings present to keep socially distant from other families. We will then send your child to you when you reach the front of the line.

If you have a Nurse child, you will need to pick them up separately after having collected your child.

The table below indicates the pickup times, and location of pick up for each group of children.

Time	Year Group	Location Entrance
2.30pm	Year R	Rear School Entrance Upper Grosvenor Road
3.00pm	Year 1	Rear School Entrance Upper Grosvenor Road
3.30pm	Year 6	Rear School Entrance Upper Grosvenor Road
3.30pm	Key Worker / vulnerable children/	Main School entrance Somerset Road
12.00pm	Year N	morning only children - double gates near dining hall (Near the entrance to the Rec)
3.30pm	Year N	afternoon only children - double gates near dining hall (Near the entrance to the Rec)
3.30pm	Year N	30 Hour children Nurse Entrance
3.30pm	Year N	2 ½ day children Mon- Wed Nurse Entrance

Cleaning:

Prior to us opening 1 June 2020, classrooms that will be used by the children have been deep cleaned.

Each classroom will be cleaned daily, ready for the children to attend. This will include the disinfecting of surfaces within the rooms and for reception children toys that they may have played with during the day.

For older children we will be providing them with equipment which will be for their use only. Posters and signs will be in place to remind both adults and children the importance of hygiene to help reduce the risk of the virus spreading.

The systems and structures that we will be implementing have been done to help reduce the risk of the spread of the virus but obviously will not eliminate that risk entirely.

As I stated in yesterday's letter to all parents, I am aware that some families will choose not to send their child to school for a number of reasons. Maybe because a member of the family or the child themselves fall within a high-risk category, or a member of their household is having to shield.

We will welcome all that do attend, but it is a decision for individual families to make, and one which we will respect.

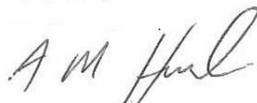
Could you please either follow the link below, or use the QR code, to complete a form indicating your intentions regarding your children's return to school.

<https://forms.office.com/Pages/ResponsePage.aspx?id=uhNBwyDGeUyHUhWM4y3kyOJSqWxDENNIIKWM1CUUPUZUNkk3U1A1M1IIUTFTWFowM1VHWjEwTjUzMS4u>



We look forward to welcoming the children back to school whenever they return.

Yours sincerely,



Tony Head
(Principal)