

15 July 2020

## **RE: Full reopening of school 4 September 2020**

Dear Parents,

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 in September 2020, based upon the guidance the Government issued 2 July 2020. 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 typically look like.

Unfortunately, due to the need to still maintain social distancing measures and to reduce the likelihood of mixing between year groups, it does mean that school life will not be the same as before the covid pandemic. I can only apologise in advance for any potential inconveniences that are caused due to the alterations that we have had to make.

The information below outlines the basic information concerning the school day. Along with this letter is a **Frequently Asked Question booklet** which will hopefully give you answers to other questions you may have.

### **START OF DAY**

The table below outlines the timings for the start of the school day for each year group. It also indicates the location that your child will enter the school site from. When arriving at the correct gate, social distancing markers will be in place and you will be required to queue outside of the school gates until they are opened. Children will be greeted at the gate by a member of the school staff and you will be asked to leave from those gates. Parents will not be permitted on to the school site to support social distancing.

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 call you back as soon as we are able.

We ask that you make every effort to follow the timings shown to support us in the smoothest possible transition at the start of the day.

Year Group	Entrance Location	Time
Nursery	Nursery gate	Dependant on Hours
Reception	Main Gate Somerset Road	9.00am
Year 1	Service Gate Somerset Road	8.30 am
Year 2	Service Gate Somerset Road	8.50 am
Year 3	Rear School Entrance Upper Grosvenor Road	8.30 am
Year 4	Rear School Entrance Upper Grosvenor Road	8.50 am
Year 5	Double gates near dining hall (Near the entrance to the Rec)	8.50 am
Year 6	Double gates near dining hall (Near the entrance to the Rec)	8.30 am

Please be aware that if you have children in more than one year group you could potentially have up to a 30-minute wait between drop of 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 for children entering the school site is outlined below.

**Year N children** and families will be individually greeted at the correct Nursey Gate by a member of the Nursery Team. Handover will occur at this point (parents will not be permitted to enter the Nursery). The children will enter and sanitise their hands.

**Year 1 children** will be individually greeted by a member of the SLT at the Service Gate on Somerset Road. They will enter and sanitise their hands. They will then line up on the playground with their class teacher. Once all the children have arrived, the children will then be taken to their classrooms.

**Year 2 children** will be individually greeted by a member of the SLT at the Service Gate on Somerset Road. They will enter and sanitise their hands. They will then line up on the playground with their class teacher. Once all the children have arrived, the children will then be taken to their classrooms.

**Year 3 children** will be individually greeted by a member of the SLT at Rear School Entrance Gate on Grosvenor Road. They will enter and sanitise their hands. They will then line up on the playground with their class teacher. Once all the children have arrived, the children will then be taken to their classrooms.

**Year 4 Children** will be individually greeted by a member of the SLT at Rear School Entrance Gate on Grosvenor Road. They will enter and sanitise their hands. They will then line up on the playground with their class teacher. Once all the children have arrived, the children will then be taken to their classrooms.

**Year 5 Children** will be greeted by a member of the SLT at the Double Gates near the dining hall (Near the entrance to the Rec). They will enter and sanitise their hands. These children will then be directed to their classrooms immediately.

**Year 6 Children** will be greeted by a member of the SLT at the Double Gates near the dining hall (Near the entrance to the Rec). They will enter and sanitise their hands. These children will then be directed to their classrooms immediately.

### **WHAT TO BRING TO SCHOOL**

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

A school bag can be brought in, but no PE kit will be required at this time.

Children must be in school uniform, but we would like to relax the rules on footwear and ask that, if possible, your child comes in trainers to support the delivery of PE and Games.

### **DURING THE SCHOOL DAY**

The children will be grouped as a class of 30 children, though year group bubbles will operate to allow for staggered lunchtimes and playtimes to occur. Year group bubbles also allow sets in Year 5 and 6 to operate within the parameters set out by the Government guidance. Children will stay together throughout the day and will, to the best of the school's ability, not mix with children from a different year bubble. 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.

***We would appreciate your support practising how to wash hands properly with your child so that they come in as prepared as possible.***

### **END OF DAY**

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

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

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 children in more than one year group you will need to collect them separately from the correct exit. Unfortunately, with the full return of all pupils, we will not have the staff available to make them available for collection all at the same time from the same location.

Year Group	Exit Location	Time
Nursery	Nursery gate	Dependant on hours
Reception	Main Gate Somerset Road	3.20pm
Year 1	Service Gate Somerset Road	3.00pm
Year 2	Service Gate Somerset Road	3.20pm
Year 3	Rear School Entrance Upper Grosvenor Road	3.00pm
Year 4	Rear School Entrance Upper Grosvenor Road	3.20pm
Year 5	Double gates near dining hall (Near the entrance to the Rec)	3.20pm
Year 6	Double gates near dining hall (Near the entrance to the Rec)	3.00pm

### **CLEANING:**

Prior to us opening in September, classrooms will 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 toys that may have been 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.

All the systems and protocols that we are having to implement will be reviewed regularly, as and when additional guidance from the Government is released. We are aware that we will be entering a new kind of normal in September.

We would please ask you to support and show patience as we work through any adjustments that may need to be made along the way.

Finally, I would like to say that we cannot wait to see all our children back with us on 4 September 2020.

Yours sincerely



Tony Head  
Principal