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Dear Parents and Carers,

The following documents have been used to develop this plan should the necessary conditions for further re-opening in June 2020 be met.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Once we are satisfied all steps have been taken to ensure school is as safe as it can be for staff and pupils, we will be able to open the school for Key-worker Children, Reception, Year 1 and Year 6 pupils with the following adjustments to the usual operation of the school:

Once the school has re-opened for more pupils, school and academy leaders and Governors will review the plan, making any necessary adjustments. These adjustments may include:

- The number of and size of the “bubbles”
- The times children are in school including the days they are in and the start and end times of the school day
- The re-integration of other year groups (only if and when it is deemed appropriate by the DfE)

SOCIAL DISTANCING WITH YOUNG CHILDREN

As Headteacher of the school, I will emphasise that every measure possible will be put in place for the ultimate safety of your child and the staff, it is essential to understand that ***social distancing of children cannot be guaranteed.*** When reading this guidance please bear in mind we will always do our best to ensure there is a safe, warm, caring environment for your child within the parameters that we have been provided.

The creation of a new 'Class Bubble' is to ensure the children are always in a small group of children (maximum of 15) and adults during this very difficult time.

A Bubble is simply a term for a group of pupils in one set area of school

The School Day

- Each "Bubble" will have planned work; much of which will be phonics, reading, maths and English based. There will be plenty of time to develop well-being and emotional resilience during the day too
- Each "Bubble" in each year group will have a separate start time. The first "Bubble" will begin at 8:45am. On arrival at school, all children will be ticked off on a register, and be supported to wash their hands
- Parents will not be allowed on site unless of an emergency
- A time slot will be allocated for each Bubble to arrive at school. ***If you miss that window, you will need to bring your child to the main school office entrance. (Please see attached table with information for time slots)***
- Each "Bubble" will be given a different entrance point to enter and leave school.
- Each "Bubble" in each year group will have a separate end time. The last "Bubble" will finish at 3:15pm
- Each "Bubble" will have playtimes/lunchtimes on their own to avoid cross contamination with other Bubbles
- Each "Bubble" will have their own allocated dinner time with the first sitting at 11:45am
- First Aiders are on site and a room for children to go to if they should feel unwell has been arranged.
- Children will be supported/encouraged to wash their hands regularly throughout the day
- Each "Bubble" will have their own allocated playground space/area
- We would ideally like children to wear school uniform to give them a sense of being back in school, but we would encourage you to wash/change their clothing daily
- We will be spending as much time as possible learning outdoors, so please send them in trainers rather than school shoes. Y6 children should bring PE Kit. Coats/sun hats/sun cream will be needed depending on the weather that day.

The School Week – Week 1 (w/c 1st June)

School will remain open to the children of our Key Worker families as it has been throughout the lockdown. These are full time hours 9am – 3:15

Please see the table below for specific year group hours:

At this time, we are not operating a full time timetable to ensure that systems are put in place and reviewed for the safety of pupils and staff. This will be reviewed each week on a Wednesday and further information will be sent out to parents.

Please note:

- *If you have said 'No' to sending your child back as of June 1st, your child cannot be accommodated at this point unless you are a key worker. We will be sending out a booking form for Week 2 during Week 1.*
- *If you were a 'maybe' then please contact Miss Griffiths via Seesaw by 12pm on Thursday 21st May to secure your child's place.*
- *If you were a 'yes', you do not need to contact us unless you have since changed your mind.*

Year 6	Monday, Tuesday, Thursday, Friday – 8:45 – 1:30. PLEASE NOTE WE ARE CLOSED TO Y6 PUPILS ON WEDNESDAY
Year 1	Tuesday, Wednesday, Thursday, Friday – 9:15 – 1:15 PLEASE NOTE WE ARE CLOSED TO Y1 PUPILS ON MONDAY
Year R	Wednesday, Thursday, Friday – 9:30 – 1:00 PLEASE NOTE WE ARE CLOSED TO RECEPTION PUPILS ON MONDAY AND TUESDAY

School Dinners and Dinner times

- The School Hall will be closed for all pupils during this time. The pupils should bring a packed lunch in a disposable bag (no lunch boxes are allowed) and they will be eaten in the classroom or outside if the weather allows in their Bubble. Tables will be cleaned before they start eating and afterwards.
- Our catering team will provide a packed lunch for children entitled to a free school meal if you wish them to, or you can provide your own. Children in Year 6, or Key Worker children who are not entitled to a free school meal can order and pay for one if necessary. This is the same cost as a normal school dinner.
- School will issue vouchers using the current arrangements where children are not attending school

Visitors and collection/drop off points

- *The school office will not be an entrance to any pupils*
- Communication will be through phone, seesaw or email
- The office doors will be locked at this time to avoid anyone congregating in the reception area.
- The toilet area in the main reception area will not be available

- Each “Bubble” will have an allocated drop off and collection point – please see the table below
- Only 1 parent/adult will be allowed onto the site to drop off or collect the children and must keep to current social distancing rules of 2 meters. Where possible, do not bring any other children with you for collection/drop off.
- If Y6 pupils are able to walk to school unaccompanied, please encourage this.

Class	Drop off /entrance	Pick up
Wagtails	Staff to meet children at the main gate and direct them through the infant door leading from their classroom. Other staff member to be in the classroom and supervise cloakroom and hand washing 9.25-9.35 am	Parents to wait in a socially distanced line outside the main gate. Staff to call for children one at a time for parent at the front of the queue. 12.5-1.05pm
Robins Y1	Staff to meet children at the main gate and direct them through the infant door leading from their classroom. Other staff member to be in the classroom and supervise cloakroom and hand washing 9.10-9.20 am	Parents to wait in a socially distanced line outside the main gate. Staff to call for children one at a time for parent at the front of the queue. 1.10-1.20pm
Kingfishers Y6	Staff to meet children at the main gate and direct them through the door by the staffroom. Other staff member to be in the classroom and supervise cloakroom and hand washing 8.40-8.50 am	Parents to wait in a socially distanced line outside the main gate. Children to line up 2m apart next to the greenhouse area and wait to be called by staff member. These children may also be walking home on their own but if so this information must be shared with staff prior to collection. 1.25-1.35pm
Keyworker	Staff to meet children at the main gate and direct them through the door straight into Owls classroom. Other staff member to supervise handwashing and coats on back of chair. Lunch bags on their table. 8.55-9.05am	Parents to wait in a socially distanced line outside the main gate. Children to line up 2 m apart next to the greenhouse area (siblings to wait together) and sent to parents 3.10-3.20pm

If a child becomes ill...

- There is a designated area that would be used if any children or adults become ill or show symptoms of COVID19 during the day and this will be based in the reading room area of school. Parents will be contacted immediately and be expected to collect their child as soon as possible from the main entrance.
- Any minor first aid treatment will be administered by an adult in their bubble or if first aid is needed, by a trained First Aider. All Bubbles will have a first aid kit so that minor cuts, grazes and bumps can be dealt with there and then
- If we have a major first aid incident we would revert to normal protocols and if needed you would be contacted to come to school.
- Appropriate PPE will be worn when changing young children for toileting or administering First Aid (gloves, aprons and masks for first aid)

Behaviour and welfare

Our priority is to develop a safe and secure learning environment for pupils and staff, therefore any issues with behaviour will result in a discussion with the Headteacher.

- All school staff will reinforce the new rules around school to ensure all children understand what is being asked of them
- Pupils unable to follow the stringent rules will be requested to work from home for their safety and the safety of others. (Home learning packs will be given)
- Pupils who are distressed on entry to school and will not simply take the teachers hand will not be able to be admitted (parents will not be allowed to enter the school and settle them in the way that they usually would)

Personal Belongings

Apart from a packed lunch in a disposable bag, no other equipment is allowed on site. This includes pencil cases, school bags and soft toys (comfort toys).

School will provide equipment for each child to use. This will then only be used by that child – it will be kept in a wallet with their name on it. In younger year groups, any objects shared will be cleaned straight after use. Children will also wash their hand before and after use. Reading areas and cushion/carpet spaces will be closed off.

Home learning for those not in school

As many of our pupils are not currently in school, teachers will continue to send tasks home on Seesaw. You can also use other platforms, like BBC Bitesize, that were mentioned in the BDMAT letter.

Teachers may take longer to respond to messages about home learning tasks as they will have teaching commitments during the day.