21st May 2020

Dear Parent/ Carer

I hope this letter finds you and your family well.

I am writing to you to explain the arrangements for the school re-opening for Nursery, Reception, Year 1 and Year 6 children from the 1st June 2020. In this letter, I have also tried to address common queries that parents might have about the school re-opening. Please read this letter thoroughly whether or not you intend to send your child to school.

**Why are we re-opening now and only for Nursery, Reception, Year 1 and Year 6?**
The government has instructed all schools to re-open Nursery, Reception, Year 1 and Year 6 classes on the 1st June. Children of key workers and vulnerable pupils in other year groups will still be able to come in as they have been doing throughout this period. If your child is not in these year groups, lessons will continue to take place online as they have been during this school closure period.

**Do I have to send my child back to school?**
This will be a decision for individual families to make. Further information about this can be found in the guidance for parents and carers document which has been linked at the end of this letter. If your child is in one of the year groups that will be re-opening and you do not wish for them to return on the 1st June, please email us so we can make a note of this at office@newtonfarm.harrow.sch.uk

**Please note that if you are bringing your child into school you MUST adhere to the contents of this letter.**

**What about social distancing?**
The government has stated that:

“We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.”

As a school, we are planning to implement social distancing in the best way that we are able, based on the number of pupils that are attending school. The adjustments that we are making to support a safe return to school are outlined in the remainder of this letter.

**What will the school day look like for pupils that return?**
Children will be in class with their teachers and support staff team. As per DfE guidance, the classes will be split into groups of no more than 15 pupils. Whether the pupils are in school or at home, they will continue the online learning as they have been doing throughout the school closure. For lessons that were previously pre-recorded or livestreamed, this will continue to take place. All other material will appear online in the Google Classrooms. Our goal is to ensure that there will be an equal standard of teaching and learning for all pupils, whether they are in school or at home.
What arrangements will be in place in the school to ensure safety of the pupils?
There will be adjustments to the following current arrangements:

**Pick up and drop off**
Entry and exit from the school will be significantly changed, including start and finish times for most classes. The following is a list of timings of the school day for each of the relevant year groups and where pickup and drop off will take place:

<table>
<thead>
<tr>
<th>Time</th>
<th>Group</th>
<th>Pick Up/Drop Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 - 3:30</td>
<td>Key worker children</td>
<td>J&amp;C Door</td>
</tr>
<tr>
<td>8:50 - 3:00</td>
<td>Year 6</td>
<td>KS2 playground</td>
</tr>
<tr>
<td>9:05 - 3:15</td>
<td>Year 1</td>
<td>Oak class - KS2 playground</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elder class - KS1 playground</td>
</tr>
<tr>
<td>9:20 - 3:30</td>
<td>Reception</td>
<td>Ash class - KS2 playground</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elm class - KS1 playground</td>
</tr>
<tr>
<td>9:35 - 11:45</td>
<td>Nursery AM</td>
<td>KS1 playground</td>
</tr>
<tr>
<td>13:15 - 3:15</td>
<td>Nursery PM</td>
<td>KS1 playground</td>
</tr>
</tbody>
</table>

When you arrive at school with your child via the correct entrance, please stay with your child. Please ensure that you are at least 2 metres apart from any other children and families. At the start time for your class, the teachers will come out and call your children one-by-one to enter the school. Once your child has been called, please leave the school grounds so the next group of parents and children can enter the school. If you arrive after the teacher has entered the school building with their class, your child will not be allowed to join the class on that day and you will have to take your child home, so please ensure you arrive on time.

When collecting your child at the end of the day, please follow the same procedure by entering through the same entrance and waiting in the playground for your child at least 2 metres apart from other parents. Please also ensure you arrive promptly to collect your child.

If you have children in several year groups, you will have to wait outside the school with your children between drop-off/pick up sessions.

**Moving around the school**
Movement around the school will be kept to an absolute minimum, with different year groups being based in different areas within the school. Children will go to the toilet one-by-one. Staff and pupils from different year groups will not be interacting with each other.

**Cleaning procedures in school**
Besides the normal cleaning which takes place before and after school, Classrooms and Chromebooks will be wiped down by school staff with antibacterial wipes at the end of the school day.
The use of PPE in school
In line with DfE guidance, staff and pupils will not be required to use gloves, facemasks or other forms of PPE, but will be able to wear these if they wish to do so. Apart from this, pupils will be expected to wear full school uniform.

Resource sharing
Pupils in school will not be allowed to share resources. Pupils will sit at the same desk each day and use the same Chromebook each day. All children will be expected to attend school with the resources that they will need for the day, with the exception of Chromebooks, which we will provide to the children. Children will not be using the cloakroom and will have to keep all items that they bring into school with them at their desks. Please ensure you only send your child with the items they need each day.

Handwashing and hygiene
Handwashing and the use of antibacterial sanitiser will be encouraged throughout the day. Used tissues will be put into the bin straight away.

Communication with parents
The primary form of communication will continue to be SIMs Parent. If you are still not signed up to SIMs Parent, please email parentsupport@newtonfarm.harrow.sch.uk so that Mr Ellis can arrange for an invitation to be sent to you.

In addition, there will be a partial re-opening of the school office for phone calls only (parents and children will still not be able to enter the school office). Please note: The use of email to communicate with the school is still the preferred method of communication, as the office will be operating with a limited number of staff.

Nursery and Reception
Where possible, social distancing will take place, but this will be challenging to implement while maintaining the mental and emotional wellbeing of the children. This will be assessed over time once the number of pupils attending on a day to day basis in the EYFS becomes clearer, but it is important to note that it is unlikely that we will be able to implement effective social distancing for Reception and Nursery children.

Children who are unwell
If children become unwell during the day, they will be sent home immediately to self-isolate for 14 days. If your child or another member of your family is unwell, please self-isolate for 14 days and do not send your child into school. If you become aware that a member of your family has Coronavirus and your child has been in school, please let us know as we will be tracking this to support the government with contact tracing.

Lunches and Breaks
Pupils will eat lunch in their classrooms and go outside for an outdoor break once per day. There will be catering onsite, provided by Chartwells, for pupils that wish to take a school meal. For pupils who take a paid meal, parents will be invoiced by the school after the lockdown has ended for the full cost of the meals taken during this period.
What guidance has been used to support the reopening planning?
As a local authority school, we have followed the guidance issued by the DfE. The following weblinks will take parents to the relevant guidance on the DfE website, should you wish to read it for yourselves:

To support schools with planning for 1st June:

Effective preventative measures in education settings

Guidance for parents and carers about the 1st June re-opening:

I hope this letter provides some clarity about our future arrangements. If you have further questions that have not been covered, please email the school office.

Yours sincerely

Matthew Bradley
Headteacher