Dear Parents/Carers of Key Worker Children and Children in Nursery and Reception

Thank you to all of you who completed the survey to help us to make plans for the potential phased reopening of schools from 8th June. As detailed in my last letter, we are only able to open at the moment to children of Key Workers and children in Nursery and Reception at the earliest from Monday 8th June. We will contact you as soon as we can when and if we are able to bring back pupils from Year 1 initially.

It is important for everyone to understand that even though our intention, as outlined in this and previous letters, is to open further from Monday 8th June this will only happen if we can demonstrate to the Board of Trust in Learning that everything is in place to protect your children and our staff. So whilst I am sharing with you plans and our expectations of you and your child it is on the condition that we are able to open safely and I hope you feel reassured by this.

The survey raised a number of concerns and questions. As you can imagine the planning and organisation of the process is going to have to be very specific and regimented and we strongly need your help and support to make this happen to keep our communities safe. We hope this letter will answer many of your questions so that you are able to make an informed choice about your child returning. We will be posting a video later in the week to go through the new routines and show you how classrooms might look. It would be helpful to talk this through with your child before they return.

Parson Street Primary School will only be open all day Monday to Thursday and on a Friday morning. This will allow teachers to have their PPA time on a Friday afternoon. Support staff will be carrying out duties relating to the education, safety and welfare of your children.

Exceptions to this are:
- Start of the week nursery children can attend all day Monday and Tuesday with a pick up at 11am on the Wednesday.
- End of the week nursery can attend from 1pm on a Wednesday and all day Thursday and Friday. This is so there is a thorough clean of all resources and the teaching/play space before the next group coming in.
- Children of Key workers who are attending on a Friday can remain in school all day.

See details of drop off and pickup times later on in this letter.

Protective measures we are taking in light of coronavirus (COVID-19)
First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Some of the steps we are taking in readiness for reopening include:
• Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the setting. That includes children and staff who work here.
• Keeping our children in small groups with as much consistent staffing as possible, and minimising contact with other groups around the setting.
• Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
• Ensuring our children understand good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring a good supply of tissues and bins throughout the setting.
• Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles, teaching and learning aides and play equipment.
• Windows opened to allow ventilation.
• All rooms have been decluttered to aid cleaning and excess furniture has been removed and stored elsewhere.
• Toys, puzzles and equipment will be cleaned at the end of each day and high use toys will also be wiped down at appropriate times in the day.
• Encouraging children not to touch their eyes, nose or mouth if their hands aren’t clean.
• Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
• Asking children not to bring toys or other items from home to school, unless this is essential to their health and wellbeing.
• Limit shared materials and resources to take home.
• Supervising the usage of play equipment and ensuring it is cleaned between different cohort groups and never used by mixed cohort groups at the same time.
• Lesson specific equipment will be cleaned before other bubbles use the equipment.

What will children do differently?
• Children must bring in their own water bottle.
• Children of the key worker groups in Y1-6 will be given an allocated seat so they can work at the same table space each day.
• Break and lunchtimes will be staggered and allocated outdoor spaces for each bubble will be given to reduce mixing.
• Children will use specific toilet areas for their bubble.
• Toilet areas will be monitored to ensure they are not over crowded.
• Children will wash hands frequently: on arrival, before eating and after lunch.
• Pupils will be lined up at 2m intervals and will be reminded to walk 2m apart when travelling around the school site.
• There will be no whole school assemblies or events on site.
• Children will be reminded on the need to stay apart but they will find social distancing very hard and parents must understand this cannot be guaranteed.
• Children cannot bring anything other than a lunchbox and water bottle to school – no toys, bags or PE kit.
• If required children may bring a bag of spare clothes which will be left in school until needed.
• Reading books will not be sent home to limit the exchange of take-home resources between children and staff.
• There will be no Breakfast or after school clubs due to staffing availability.

Teaching bubbles
Children will be allocated a teaching bubble and that will be their teaching group for the foreseeable future. DfE guidance is very clear that children should not be mixing beyond small groups and to help children and
staff safety, we have planned to ensure contact with as few staff and children as possible. These groups have been set by school taking friendship groups into account where possible and will not be negotiated or changed. You will be contacted before the 8th June to let you know which group (bubble) they will be in and the name of that bubble and which room they will be in. These bubbles are a maximum of 15 and are year group specific apart from Y2-6 children of key workers.

**Staggered Drop off and Pick Up Times**
In order to maintain social distancing we will introduce staggered start and end times from Monday 8th June. Please see the drop off and pick up times below. It is very important that you arrive within the times indicated and observe the social distance markings on the ground at all times. By doing so you will support us in continuing to allow parents on to our school site. The car park will be closed to any cars. You are encouraged to walk and not bring cars. Please don’t bring bikes and scooters as we cannot guarantee safe social distancing when storing items. All children will need to be dropped off quickly – please do not stop to talk to friends and only enter the site during your arrival/pick up slot. Children should only be accompanied by one adult. There will be senior staff on site from 8.30 am to help with directing pupils and parents.

**Key Worker (Year 1 – 6)**
Children of key workers (Year 1-Year 6) need to be dropped off between 8.30 and 8.40. Please enter the school site through the pedestrian entrance of the top car park and drop your child off in the top playground. An adult will be waiting to welcome them there. Parents will then exit the site by the gate by the Dragon Hall and then through the top car park following a one-way flow.

Children need to be picked up between 3.20 and 3.30 from the top playground following the same route as the morning.

**Reception**
Reception classes need to be dropped off between 8.45 and 8.55 unless you are a key worker in which case you may drop off from 8.30 and 8.40. Please enter the school site from the main gate on Bedminster Rd (by the office) and go up the slope towards the Reception classes. A member of staff will meet you and your child at the door. Parents will then exit the site behind the Dragon Hall following a one-way flow to the top car park.

Children need to be picked up between 3.05 and 3.15 from the Reception door following the same route as the morning. If you are a key worker you may pick up your child between 3.20 and 3.30.

On Fridays children in Reception excluding key workers must be picked up between 12.40 and 12.50. Children of key workers may be picked up between 3.20 and 3.30 as usual.

**Nursery**
Nursery classes need to be dropped off between 9.00 and 9.10. Please enter the school site from the main gate on Bedminster Rd (by the office) and go up the slope towards the Nursery classes. A member of staff will meet you and your child at the door. Parents will then exit the site behind the Dragon Hall following a one-way flow to the top car park.

Children need to be picked up between 2.50 and 3.00 from the Nursery door following the same route as the morning.

End of the week Nursery children need to be dropped off between 1.00 and 1.10 on Wednesday.

Start of the week Nursery children need to be picked up between 10.50 and 11.00 on Wednesday.
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<tr>
<th>Year Group</th>
<th>Drop Off Time</th>
<th>Pick Up Time</th>
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<tbody>
<tr>
<td>Key Worker</td>
<td>8.30-8.40</td>
<td>3.20-3.30</td>
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<tr>
<td>Reception</td>
<td>8.45-8.55</td>
<td>3.05-3.15</td>
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<td>(Friday 12.40-12.50)</td>
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<td>Nursery M/T/W</td>
<td>9.00-9.10 (Mon/Tues/Wed)</td>
<td>2.50-3.00 (Mon/Tues)</td>
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<td>10.50-11 (Wed)</td>
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<td>Nursery W/Th/Fr</td>
<td>1.00-1.10 (Wed)</td>
<td>2.50-3.00 (Wed/Th/Fr)</td>
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Uniform
Your child does not have to come to school in school uniform unless you wish them to do so however if possible try and ensure your child wears a different set of clean clothes each day.

Education provision
Staff will be planning for your child in line with the educational guidance for their age groups with a focus on revising core skills in Maths and English, PSHE/wellbeing and topic related/creative work. In EYFS much of the learning will be carried out through play based activities. There will also be opportunities for outdoor activities whilst adhering to social distancing measures.

Home learning will still be available online for those who are shielding, self-isolating, choosing to remain at home or are in a year group that has not returned yet. As schools reopen, you may find the adult commenting on your child’s work and learning changes, depending on individual school circumstances and teaching commitments. A separate letter will be sent out about the changes to home learning.

Lunches
At the moment, we are asking all children to come to school with a packed lunch from home. Children will spend play and lunch break within their teaching bubbles and they will have an allocated set of play equipment for break and lunchtimes that will be wiped down daily.
If you are in receipt of free school meals due to receiving particular benefits, you will have vouchers continuing until the 15th June – we will review this system depending on government guidelines at this point.

First aid/intimate care
If your child needs help and support due to an accident or injury, we will help them. We are providing hand sanitiser, gloves, aprons and masks for staff to use as is appropriate for the occasion.

Well Being
It would be helpful to talk to your child in advance of them returning to school about some of the changes that they may see. For example, different class groupings, new daily routines, possibly a different class teacher. We will of course work with them in school and offer them regular opportunities to share any anxieties and reflect on their experiences of the last few months. Key themes such as staying safe and dealing with our worries will be addressed in class. We appreciate for some children it will take time to readapt to attending school and we will support them through this process. We will update our behaviour policy in light of these new rules and routines and work with the children on reinforcing these changes in a supportive and proactive way. We will share any changes to our policy with you.

Communication
Where possible messages should be passed on verbally to class teachers on drop off time whilst maintaining social distancig or an email can be sent to the school office. Please do not come to the school office unless you have an appointment. Please also ensure that the office has your most updated contact details.
**Attendance**
You will NOT be fined for not bringing your child to school. If you are choosing to keep your child at home you need to let us know as normal safeguarding procedures will be in place and we will be carrying out daily calls for any child not in school for all children in nursery and reception if we have not heard from you. Please keep us informed as we need all staff in school and not having to make unnecessary safeguarding home visits.

**If anyone in your household is experiencing any coronavirus symptoms DO NOT send your child to school. Stay at home, follow government guidelines and let us know.**

**If you are a key worker and your child needs to come back to school** please contact us via email so your child can be added to a teaching bubble with at least 48 hours’ notice. With groups being a maximum size of 15 in a space, we cannot keep adding groups when we get to capacity. We therefore cannot guarantee places as the term goes on. Evidence of key worker status may be required in line with the government critical workers list.

**If you originally say no to your child coming back to school and would later like your child to attend** you need to email to us with at least 48 hours’ notice, so we can look to see whether there are available spaces in teaching bubbles or see whether we can allocate a teaching space and staffing to create a new bubble. This cannot be guaranteed.

**If you say yes but still not sure – will your child’s space be kept?**
We cannot allocate spaces for children ‘just in case’ so if a child has not attended for a week, we will reallocate the space if there is a need. If your child isn’t attending in the short term due to family isolation or an accepted absence, your child’s place in the bubble will be kept.

**Personal protective equipment (PPE) including face coverings and face masks**
- Current government guidance states that wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Therefore, we do not require staff or children to wear face coverings.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
  - Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
  - Appropriate PPE will be worn by staff administering first aid
  - If a child becomes unwell with symptoms of coronavirus at school. (See paragraph below)

**If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school, you will be asked to collect them immediately.** If the child needs direct personal care until they can return home, your child will be taken to a designated room in the school supervised by a member of staff. Appropriate PPE, following government guidance, will be worn by the supervising adult if a distance of 2 metres cannot be maintained.

**What happens if there is a confirmed case of coronavirus in the school?**
The school will continue to follow the government’s advice with regards to managing individuals who present with symptoms of coronavirus. The current guidance states that when a child or staff member develops symptoms compatible with coronavirus, they will be sent home immediately and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who
are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their group within the school would be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

I hope that this letter provides you with a good understanding of the provision and lengths we have gone to in order to keep your child as safe as possible, should you decide to send them back to school. I will however contact you again once everything is in place and we have had approval from the Board of Trust in Learning to open. Thank you for your understanding and please do not hesitate to contact me or any member of the school staff if you have any questions regarding the proposed reopening.

Yours faithfully

Louise Hopcroft
Headteacher