Dear Parents/Carers,

Thank you to all of you for your support and understanding in these past weeks as we have faced so many unexpected challenges together. Thank you also for helping your child to engage with home learning over such a long period, when at times, I can imagine the demands of work and other family and life commitments have felt very tricky to juggle.

I also want to thank you also to those of you who completed the survey shared in our recent Newsletter asking for feedback on your experiences during the lockdown period in relation to school provision and communication. We will hold all these responses in mind as we plan for full opening in September.

On that note, this letter aims to set out some of these plans so that you are aware of and confident in the systems and procedures that we have put in place. Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s development and since the risk to children themselves of becoming severely ill from coronavirus (Covid-19) is now very low, we are working hard to return all pupils for the start of autumn term.

Protective measures in light of coronavirus (COVID-19)

First and foremost, it goes without saying that the safety of your child and of our staff will remain our top priority. Although we cannot guarantee a completely risk-free environment, by following guidance and putting in place protective measures, we will limit the risk of coronavirus transmitting within our setting.

Some of the steps we are taking in readiness for full opening include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, stays at home and does not attend the setting. This includes children and staff who work here
- Cleaning our hands more often than usual, by washing and applying sanitiser, to ensure robust hygiene
- 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
- Ensuring active engagement with NHS Test and Trace
- Distancing between those in school will continue to be maximised where possible with adults maintaining a 2m distance from each other and from children where possible. Face to face contact will be avoided and time spent within 1m will be minimised
- For children who are old enough, they will be supported to maintain distance and not touch staff and peers where possible. This will not be possible for the younger children
- Reducing contact between groups to minimise the potential for contamination i.e. through grouping children together in year group bubbles, arranging classrooms in specific ways such as seating pupils side by side and facing forwards in Y2-6
- Providing children with their own set of basic equipment to minimise the need to move around. Other resources (such as maths resources) can be shared between within a class.
- Where resources are required that are shared across the school (e.g. sports, art materials that are not kept in class), we will ensure that these are wiped thoroughly before and after their use or remove them from use for a period of 48 hours (72 hours for plastics) before being accessed by a different bubble
- Asking parents and carers to physically distance from each other where possible at drop-off and pick-up
- Asking parents and carers to limit drop-off and pick-up to one parent or carer per household

**What will children do differently?**
- Entry and exit times will be staggered with children arriving at different points on the school site to reduce mixing
- Limit the number of personal items such as toys and books that they bring into school unless there is a specific need regarding transition or SEND.
- Children will wash or sanitise hands frequently: on arrival, before eating and after lunch.
- Children must bring in their own water bottle
- Children in Y2-6 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 year group bubble will be given to reduce mixing
- Toilet areas will be monitored to ensure they are not over crowded
- There will be no whole school assemblies or events on site – these will be delivered virtually
- In terms of the curriculum, there will be minimal changes and we will seek to keep it as broad and balanced as possible – here are some key changes:
  - On days where children have PE, they must come to school in their kit
  - Music will be taught in class, although playing of wind or brass instruments, and singing as a whole class, will be avoided
  - The swimming pool is not currently able to be used. We will open this when we have received guidance that it is safe to do so.

**Year group bubbles**
Bubbles of children that do not mix with other groups will still be maintained in order to reduce the risk of transmission. These bubbles will be composed of two classes – so one year group will form a bubble. Children will be with their bubbles at play and lunch time as well as at the start and end of the day.

**Drop off and Pick Up arrangements**
In order to keep groups apart, staggered start and end times will continue. This will not reduce the overall teaching time. This means that traffic on site and the potential for crossing of bubbles will be reduced.

All children will need to be dropped off quickly and parents are to spend minimal time on the school site, following the specified pathways to ensure smooth flow. Children should only be accompanied by one adult and will be directed to stand in lines with their class. Parents will follow a one-way system to leave the site after drop-off. A similar route will be used for pick-up:

- EYFS drop-off will continue to enter along the road side of the EYFS building, with parents following the route into the main school entrance then up the steps or ramp, dropping their child off before flowing around the hall and off the site.
- Year 1/2 and 3/4 parents will enter through the Parson Street entrance, walking round the path before dropping children off on the Main playground at the designated drop-off time. Children will line up behind their teachers and parents will have the opportunity to pass on any messages at this point. Parents will then follow the one-way flow to return through the car park back to the main road.
• Year 5/6 parents will enter through the staff car park from the Bedminster Road side, walking onto the school site, dropping their children off onto the bottom playground before flowing round to leave via the side gate.

You are encouraged to walk or cycle rather than using public transport. We will again be allowing children access to the bike shed and will be operating a one in, one out system. There will be senior staff on site to help with directing pupils and parents.

See times and drop-off/ pick-up points for each year group detailed in the table below:

<table>
<thead>
<tr>
<th>Year groups</th>
<th>Drop-off time</th>
<th>Pick-up time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery 1</td>
<td>9:00-9:10</td>
<td>3:10-3:20</td>
<td>EYFS doors facing road</td>
</tr>
<tr>
<td></td>
<td>(Mon, Tues, Wed)</td>
<td>11:20 - 11:30 (Wed)</td>
<td></td>
</tr>
<tr>
<td>Nursery 2</td>
<td>1:00 – 1:10 (Wed)</td>
<td>3:10-3:20</td>
<td>EYFS doors facing road</td>
</tr>
<tr>
<td></td>
<td>9:00-9:10 (Thurs, Fri)</td>
<td>(Wed, Thurs, Fri)</td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td>9:00-9:10</td>
<td>3:10-3:20</td>
<td>EYFS doors facing road</td>
</tr>
<tr>
<td>Y1/2</td>
<td>8:50-9:00</td>
<td>3:30-3:40</td>
<td>Top playground</td>
</tr>
<tr>
<td>Y3/4</td>
<td>8:40-8:50</td>
<td>3:20-3:30</td>
<td>Top playground</td>
</tr>
<tr>
<td>Y5/6</td>
<td>8:50-9:00</td>
<td>3:30-3:40</td>
<td>Bottom playground</td>
</tr>
</tbody>
</table>

If you are late for either drop off or pick up, you may be asked to wait until other classes have been collected in order to ensure no mixing between groups.

Uniform
We will expect all children to be in uniform again at the start of the autumn term. Please see the school website for further information.

Lunches
Children will once again be eating their lunch in the Dragon hall. They will be sitting in class groups and there will be a separation between the year group bubbles so that two year groups can eat in the hall at a time. Each year group will have an allocated play zone for lunch time to ensure there is no mixing between bubbles.

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.

Wraparound care
Breakfast club and After School club (Fernando’s) will operate from Monday 7th September and where possible, small, consistent groups will be maintained to reduce mixing. For example, seating will be arranged so that children sit within their Phase while eating, ideally not directly facing another child. Children will be encouraged to avoid facing each other when playing and carrying out activities. Adults will maintain distance where it is feasible to do so, and should avoid prolonged proximity to children.

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 routines, teachers, play times etc. 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.
Communication
Where possible, messages should be passed on verbally to class teachers at drop-off whilst maintaining social distancing. Emails can be sent to the school office but please do not come to the main reception unless you have an appointment.

Attendance
Now that circumstances have changed and the Covid-19 outbreak has been contained and is reducing, it is vital for all children to return to school to minimise the disruption on their education, wellbeing and wider development. This means that from the start of the autumn term, attendance will be mandatory once again and we will be following our usual policy in relation to absence procedures once more.

However, if anyone in your household is unwell or experiencing any coronavirus symptoms DO NOT send your child to school. Book a test for your child if they are displaying symptoms and stay at home, following government guidelines until you have the results. Once you have the results, either positive or negative, you should inform school immediately so that we can take the necessary steps.

Holidays and quarantine
If you are going on a foreign holiday over the summer, please ensure that you check the latest advice in relation to quarantine measures in place on your return and inform us as soon as possible if this will impact on school attendance. This link provides further information on countries which are ‘travel corridors’ - https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors.

Procedures to reduce contact
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. They will be sent home and advised to have a test and stay at home until the results are confirmed. Whilst awaiting collection, the child will be moved to a room where they can be isolated with a member of staff to supervise. PPE must be worn by the staff caring for the child if a distance of 2m 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 and will work closely with the local health protection team to take necessary action.

I hope that this letter provides you with a good understanding of the provision in place and the adaptations we have made in advance of full opening in September. Please do not hesitate to contact me or any member of the school staff if you have any questions.

Yours faithfully,

Louise Hopcroft
Headteacher