Dear Parents/Carers,

Re: Arrangements for September 2020

We look forward to the start of the new school year with all children back in school full time. As I am sure you can imagine there is lots of guidance on how we should do this as safely as possible because our first priority has to be the safety of everyone in the school community. We have been working hard to develop and implement a number of new ways of operating. These systems, we believe, will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

Before I set out these arrangements, I would like to take this opportunity to thank you again for your understanding and co-operation since we had to close the school to the majority of children in March. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare.

Class arrangements
Pupils will spend the majority of the school day in Class Bubbles with break time and lunchtime in Year Group Bubbles. They will be taught mainly by their class teacher and other teachers who will cover planning and preparation time. All desks will be arranged in rows (instead of pupils sitting face to face). Teachers will teach from the front of the classroom - reducing contact with pupils.

Beginning and end of the school day
08.30-15.00 Reception (RR - Melrose Road Gate – parents will stand in the car park collection only)
    (RS and RC – Cambridge Road Gate)

08.40-15.10 Year 2 (Melrose Road Gate – parents will stand in the car park collection only)
    Year 1(Cambridge Road Gate)

08.50-15.20 Year 6 (Melrose Road Gate – parents will stand in the car park collection only)
    Year 5 (Cambridge Road Gate)

09.00-15.30 Year 4 (Cambridge Road Gate)
    Year 3 (Melrose Road Gate – parents will stand in the car park collection only)

Please arrive promptly as teachers will collect and return their classes to the specified area. If you are late you will create problems as the next cohort of pupils and parents will be arriving. There will be yellow spots spaced at least one metre apart; please use these as a guide to socially distance where possible.
Breaks and Lunch Times
Your child will remain with their ‘bubble’ group at break and lunch times (separate from other year groups). Initially all pupils will require a packed lunch and will eat in their classroom. You are able to order a packed lunch through the school as usual – normal charges apply for children in Years 3 – 6. Each class will have access to their own box of games and sports equipment. They will be reminded to stay 1 metre plus apart (where possible) and to not touch each other. We have staggered all breaks so that pupils are not using the same areas of the playground (and toilets) at the same times.

Systems to ensure good hygiene
- Pupils will be asked to wash their hands (for at least 20 seconds) throughout the day (or to use hand sanitizer gel where this is not possible). This will include before entering the school building, after break, before lunch, after lunch and at the end of the day.
- Ensuring our children understand good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- The first week back will include PSHE lessons including good hygiene and the importance of handwashing.
- Children will be taught to not touch each other (or staff) and to only touch their own equipment.
- Pupils will be encouraged to socially distance.
- Current guidance does not recommend that pupils wear masks or gloves in school.

Staff will be provided with PPE if they are involved in intimate care e.g. changing a child, or if a child presents with symptoms of COVID19. A member of staff may choose to wear a face mask.

Symptoms of COVID-19
Parents are asked to monitor their children and not send them to school if they are exhibiting any COVID19 like symptoms i.e. a high temperature, new continuous cough or change to sense of smell and/or taste.
If your child or any other member of your family is unwell or tests positive for COVID19 please contact the school immediately. Please follow all the test, trace and track advice on the government website. Parents are expected to have accessed and read the guidelines. Coronavirus (COVID19): getting tested: Guidance on coronavirus testing, including who is eligible for a test and how to get tested.

If your child/ren, are displaying symptoms they will be asked to wait in an allocated area.
Parents will be called and must come to collect their child immediately and book a test.
Following a negative COVID19 test, pupils should stay at home until they are feeling better.
Following a positive COVID19 test, pupils must self-isolate for 7 days from onset of symptoms.
If anyone in the family tests positive for COVID19, all members of the family should self-isolate for 14 days.

Curriculum Provision
Pupils will continue to follow a broad and balanced curriculum.
Pupils will have PSHE lessons with their teachers which will sensitively support and protect mental health and wellbeing at a time of uncertainty and fear.
Pupils will take part in PE lessons but there will be no contact sports and lessons will take place outside where possible.

On PE days pupils will come into school in their PE kit and trainers/plimsolls.
We will be sending home reading books from September. When a pupil returns a book to school, this will be put in a box (and left for 48 hours) before sending home with another child.
Green Diaries (Key Stage 2) will be used as normal by pupils and parents. Teachers will not sign these weekly. If you wish to write a message to the teacher, please ensure your child shows the message to their teacher. They will respond if required.
The school library will be open from the third week. On return, books will be left for a period of time before re-issuing.
Where possible online homework, or homework which does not need to be returned to school, will be set. Pupils will continue to have spellings to learn, reading and times tables.
Attendance
The usual rules on attendance now apply – school is mandatory again from the Autumn Term.

Parent Consultations
We will not be holding any face to face meetings during the Autumn Term. If you need to speak to somebody, please contact the school office. All consultations will take place over the phone.

Equipment Needed
- A named water bottle
- Individual pack of tissues
- Hand sanitizer (if you wish)
- A small school bag which will be stored under their desk

Stationery
KS1 - 1 writing pencil, 1 rubber, 1 sharpener, 1 ruler, 1 set of colouring pencils, 1 pair of scissors and 1 glue stick. These are to be kept in 1 pencil case.

KS2 - 2 writing pencils, 2 blue writing pens, 1 green writing pen, 1 highlighter pen, 1 rubber, 1 sharpener, 1 30cm ruler, 1 protractor, 1 pair of scissors, 1 glue stick and 1 set of colouring pencils. These are all to be kept in 1 pencil case.

EYFS – pupils will be provided with stationery

There will be no need to bring in felt tip pens or gel pens. Please keep to the equipment list due to storage and safety for the children.

Additional Information
There will be no extra-curricular clubs, mass gatherings including assemblies or hot meals; parents can order a packed lunch instead.

Breakfast and After School Club
We are running extended school provision. Please look out for a letter from the school office explaining booking procedures.

Thank you again for your continued support, and we look forward to being able to welcome your child back to school on 2nd September. If you have any further questions, please feel free to make contact via the school office.

Rivers do not drink their own water; trees do not eat their own fruit; the sun does not shine on itself and flowers do not spread their fragrance for themselves. Living for others is a rule of nature. We are all born to help each other. No matter how difficult it is...Life is good when you are happy; but much better when others are happy because of you. Pope Francis.

Yours sincerely,

The Senior Leadership Team
Maria Conlon, Laura Thompson and Margaret Cokayne