

Dear Parents & Carers

I am writing to inform you of our class organisation, and changes that have been made to school organisation, to enable us to welcome all of our children back to school in September in line with government guidelines.

### **Class Organisation for September**

Key Stage	Class	Teacher	Teaching Assistants	Classroom
EYFS (Bubble 1)	Nursery	Miss Robinson	Mr Robinson Mr Liddle Mrs Hays	Nursery
	Reception	Miss Nicholson		Reception
KS1 (Bubble 2)	Year 1	Mrs Pirie	Mrs Mallaburn	Miss Nicholson's current classroom
	Year 2	Miss Willcock		Mrs Richardson & Mrs Morris' current classroom
Lower KS2 (Bubble 3)	Year 3	Mrs Horsley	Mrs Strachan	Miss Willcock's current classroom
	Year 4	Mrs Rusby		Mrs Rusby's current classroom
Upper KS2 (Bubble 4)	Year 5	Mrs Richardson Mrs Morris	Mrs Sayer	Mr Fernandes' current numeracy classroom
	Year 6	Mr Fernandes		Mr Fernandes' current literacy classroom

In line with government guidelines, our classes have been organised into four distinct 'bubbles' to enable us to manage the social distancing and separation of groups that is still required and it will also enable children to benefit from specialist teaching and support in the key areas of learning.

**We are really looking forward to welcoming all the children back into school on a full time basis in September, for which we have done a great deal of preparation. This includes planning support for children who may find the transition back into school difficult and the production of a transition video, which has been posted on our website.**

As we hope that this video will prove useful to prospective parents and parents of new starters in the future, there may be one or two aspects of it that are slightly different from the special arrangements that are being put in place for September. These will remain under review in line with our extensive Covid-19 risk assessment and guidance from the DfE, the Local Authority and Public Health England.

## **School Organisation for September**

To reduce the congregation of adults at start and pick up times and to keep the children in the bubbles in which they will be working in school, and separate from other bubbles as much as possible, the following changes will be in place for September:

Year 5 and 6 children, who make their own way to and from school and are the only children who are allowed to bring a mobile phone to school with them, will have a start time of 08.40 and they will enter school via the main gate nearest to the community lounge and through the double doors next to the Year 6 classroom. Year 5 and 6 children will have a finishing time of 3.15 and they will leave via the main gate nearest to the community lounge.

Year 3 and 4 children, who must be accompanied to school by a responsible adult, will also have a start time of 8.40 and will enter the school via the main gate nearest to nursery and through their outside classroom doors. Parents, including those with younger children, will be able to wait in the school yard until the other classes open but they must social distance from other parents and keep their children distanced from other children. Year 3 and 4 children, who must be collected by a responsible adult, will have a finishing time of 3.15 and will leave via the main gate nearest to nursery. Parents collecting children from two different age groups will again be able to wait in the school yard but they must social distance from other parents and keep their children distanced from other children.

Please note that children in Key Stage 2 (Years 3, 4, 5 and 6) already have a longer teaching day than the younger children as they currently have a shorter lunch time. Their new start and finishing times will enable us to extend lunchtime for them so that we can organise lunchtimes to keep the children in their separate bubbles without impinging on teaching time.

Children in nursery and reception classes will attend school at 8.45 and 9.00 respectively and they will enter school via the main gate next to nursery. They should be collected at their normal finishing times, which are 11.45 and 3.00 respectively, and they will leave school via the main gate next to nursery.

Children in Year 1 and Year 2 will attend school at 9.00 and they will enter school via the main gate nearest to the community lounge. They should be collected at their normal finishing time, which is 3.00, and they will leave school via the main gate next to the community lounge.

There will be a one way system at both main gates to enable parents dropping off and picking up to remain socially distanced and I would be grateful if you would leave the premises as quickly as possible to avoid a build-up of people. Furthermore, any messages that are normally passed on to staff at the classroom door should be sent via telephone or email.

I am extremely grateful to all parents for your patience and support during school closure and I know that you will continue to help us to keep your children as safe as we possibly can by adhering to the above plans and ensuring that your children mix only with their siblings or others in their protective bubble whilst transporting them to and from school.

It is also important that you send your children to school with only the essential items that are needed each day. This includes a packed lunch box, if your child does not have school dinners, their school reading book and reading record (KS1) / planner (KS2) and any homework that has been set. You may also send your child with a named water bottle that they can keep at their work station throughout the day and children in Key Stage 2 can bring fruit for break time. Children in EYFS and KS1 will continue to be provided with free fruit as a result of government funding for this. Please do not send your child with a pencil case as we will provide each child with the equipment that they need, which will be kept at their work station and will be cleaned at the end of each day.

PE lessons will be held outside whenever possible and when it is not possible only one class will work in the hall at any one time. The hall and equipment will then be thoroughly cleaned between use by different bubbles. To avoid keeping additional clothes at school, PE kit can be worn throughout the day on the days that the children have a P.E. lesson. This is Wednesday for Years 1, 2, 5 and 6, Thursday for Nursery and Reception and Friday for Year 3 and 4. The children should wear school uniform on all other days.

The kitchen will be fully operational from September and to enable the children to remain in their bubbles there will be two sittings in both the main hall and the studio, which will be cleaned thoroughly between sittings. Each bubble will also have their own allocated space for break times and have access to separate toilet facilities.

There will be no whole-school assemblies, or activities that require the mixing of children from different protective bubbles, which means that there will be no breakfast and after-school clubs or extra-curricular activities such as sports and craft clubs. This will also enable the staff to carry out a deep clean at the end of each day.

Visitors to the school will be strictly controlled and parents will not be allowed into school without appointments to avoid close contact at the main entrance. Hand sanitisers have been fitted at all entrances to the building for use by parents and authorised visitors and the children will wash their hands on arrival at school and before they leave to go home. They will also be required to wash their hands at regular intervals throughout the day and will be given regular reminders about respiratory hygiene, using the 'catch it, bin it, kill it' approach.

Staff will not be wearing PPE, unless they are dealing with children who are sick or display symptoms, and children should not wear face masks in school. Lidded bins will be provided at each entrance for disposal of face masks if your child is wearing one on arrival and sealed bags will be available for storage of masks that are reusable.

It is of course really important that children are not sent into school if they are unwell or they, or other members of the household, are displaying symptoms of Covid-19 and confirmed cases within the school will be managed in line with advice from our local health protection team. This may mean that children are asked to self-isolate for 14 days if they have been in close contact with someone who has tested positive for the virus. For further information, please refer to '**What parents and carers need to know about early years providers, schools and colleges in the autumn term**', which is on the government's website.

Enclosed with this letter is:

- Further information that you may require for September that will be dealt with by Mrs Hunter, the school bursar.
- Your child's end of year report, which relates to his / her performance prior to school closure and also refers to on-line learning in which they have engaged.

If you would like to discuss the report, please contact teachers via their School 360 emails that are accessed from the school's website or contact the school office and request a telephone appointment.

I am really looking forward to welcoming the children back in September and I am confident that we have done all that we can to enable us to keep them safe on their return to school. I would like to thank you for your support and patience during the period of time in which the school has been closed to the majority of children and to thank the governors for their support in keeping us all safe.

Yours Sincerely

Mr K Vardy (Headteacher)