Dear Parents/Carers,

I am sure you are all aware by now that the government want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.

We are therefore gradually going to increase the numbers of children attending Old Stratford Primary School. This decision is based on the latest scientific advice. By returning pupils gradually, settings can initially reduce the number of children in classrooms compared to usual and put protective measures in place to reduce risks.

From the week commencing June the 1st we will be welcoming back our youngest children from Reception and Year 1. We will also be welcoming back our Year 6 children to help ease the transition to secondary school.

**Reception** children will return on **Monday 1st June.**

**Year 1** children will return on **Tuesday 2nd of June.**

**Year 6** children will return on **Thursday 4th June.**

We will be splitting the classes into two smaller groups, which will be capped at 15 pupils so that we can reduce the contact between people as much as possible, and we can achieve and reduce transmission risk by ensuring children and staff only mix in a small, consistent group and small group stays away from other people and groups.

Children of Key Workers will have their own separate group if they are from another year group and also have their own teaching staff.

We will all have a collective responsibility to keep the children and our staff safe whilst increasing the numbers into school.

**What will the school do?**

* Split classes into groups of no more than 15 pupils.
* Assign the same teaching staff to a group as much as possible.
* Spaces will be well ventilated making use of open windows and doors.
* Temperature check all pupils and staff that enter the building.
* Instruct pupils and staff to clean their hands on arrival at the setting, before and after eating, after break times and after sneezing or coughing.
* Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
* Ensure that each child has its own desk each day and on consecutive days.
* Give each child a tray with its own personal equipment where possible.
* Ensure that bins and waste are emptied throughout the day.
* Organise classrooms so that social distancing for older children can be achieved as much as possible.
* All internal doors will be open to avoid the shared use of door handles and aid ventilation.
* Ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.
* Disinfect surfaces and high-risk areas such as doors, toilets and taps regularly throughout the day.
* Stagger drop off and pick up times to prevent parents gathering at entrances.
* Stagger breaks and lunch times so that groups do not mix with others outside of their allocated group.
* Not allow any visitors into school.
* Ensure that help is available for children who have trouble cleaning their hands independently
* Disinfect all areas of the school at the end of the day.
* Restrict staff and pupils to particular areas of the school to reduce the risk of groups mixing.

**What will we be expecting parents to do?**

* If your child needs to be accompanied to school, only one parent should attend.
* Walk or cycle to school if possible.
* Refrain from gathering at the gates.
* Use social distancing guidance displayed on floors when picking up and dropping off your children.
* Drop your child off at their allocated location and time. (Please see separate guidance for each year group)
* Once a place has been taken that your child will attend daily as normal.
* Once a place has been given you agree to keep your child in school until Friday 17th July unless your circumstances change due to illness.
* Do not enter the site for any reason. If you need to pass a message to the teacher then please phone the office who will take a message.
* Be contactable by phone at all times in case your child becomes unwell.
* Do not deliver items to the office that need to be transported to your child.
* Ensure anything that your child brings into school is cleaned daily (water bottle and lunch box).
* Do not bring your child to school if they or anybody in your family is displaying any COVID 19 symptoms.
* Book anybody in your family in for a test if they are displaying COVID 19 symptoms.
* Minimise contact with others outside your family unit as much as possible.

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, we are taking this into account. We will therefore work through the measures set out above. We will also wash and disinfect toys and surfaces regularly and ensure that toys are only used by one group of children.

The outdoor, Early Years space will be divided into 2 so that children from separate groups cannot mix.

**It is important that all parents understand that we cannot socially distance Early Years children or Year 1 children however we can minimise the risk by ensuring that set groups do not mix with each other or share resources unless they have been disinfected. We can also not guarantee that Year 6 children will socially distance at all times throughout the day however it will be encouraged and children will be reminded as much as possible.**

Hot school lunches will not be available from 1st June, instead for children in Years R, 1 and 2 (for key workers) who come under the universal meal system will be entitled to a packed lunch which will be made up daily on the school premises. Year 6 and children of key workers, will be able to order a packed lunch and you will be charged for meals in the normal way. Free school meal children will be entitled to a packed lunch. Your child will need to tell their teacher every morning as normal if they require a packed lunch or if they have brought one in from home. Please see attached menus.

The school car park gate will be closed, so please do not park, drop off or turn into the car park. This is for the safety of your child.

There will be no class assemblies, VIP assemblies or walk in mornings for the Summer Term. Unfortunately, there will also be no Sports Day or Year 6 leavers assembly, there will be no parents or visitors attending the school. Music lessons will not be running in the Summer Term.

**Drop off and Pick Up Arrangements**

To avoid children arriving at the same time into school guidance suggests that school start and finish times are staggered between year groups. Therefore:

**Reception** children will **arrive** at school between **8.30am and 8.45am.** Children will enter through the car park gate straight into the EYFS area. Children will be greeted by Mr Andrews and allocated a class. Mrs Lewis will also be teaching the EYFS children. The EYFS children will be split into 2 groups and taught in the EYFS classroom and the Year 1 classroom. We ask all parents to adhere to the social distancing guidance in the car park when dropping and picking up your children. EYFS children will then be **collected** between **3.00pm and 3.15pm.** The class teacher will bring the children to the gate and hand back to parents.

**Year 1** children will arrive at school between **8.50am and 9.05am**. and will enter the school through the front gate by the reception area and through the hall door from the playground. They will then be directed through to the year 3 and 4 classrooms. Children will be greeted by Mrs Wilkins and allocated a class. Mrs Faraday will also be teaching the Year 1 children. Year 1 children will then be collected between **3.20pm and 3.30pm**. The class teacher will bring the children to playground to hand back to parents. Please make use of the social distancing guidance in the playground whilst waiting for your children.

**Year 6** children will arrive at school between **9.10am and 9.20am** and will enter from the back gate and walk round to the external door in the Year 6 classroom. They will be directed through to the Year 5 and 6 classrooms. Children will be greeted by Mrs Else and allocated a class. Mr Webb will also be teaching the Year 6 children. Year 6 children will then need to be collected between **3.40pm and 3.50pm.** The children will leave the classroom from their external classroom door and meet parents on the playground. Please make use of the social distancing guidance in the playground whilst waiting for your children.

*Once the children have been allocated a class on their first day their class teacher may inform you to drop and pick up at a more direct door and a more precise time moving forward.*

Children of Key Workers will arrive at school between **8.45am and 9.00am** and will enter the school through the playground and in through the external Year 2 classroom door. They will be greeted by Mrs Holmes/Mrs Wilsdon on the playground and directed through to Mrs Hughes in the classroom. These children will then need to be collected at **3.30pm** from the same area in the playground. Please make use of the social distancing guidance in the playground whilst waiting for your children.

These class sets will be fixed for a minimum of 3 weeks which takes us up to the week commencing the 22nd June where we will review the current and most up to date guidance. We will also give parents that have taken the decision to keep their children at home an option to reconsider if their circumstances have changed. More information on this option will be released nearer the time.

Those children who are not attending school due to personal circumstances or their year group is not returning, will continue to be supplied with work to complete at home. This will now be delivered directly from your child’s class teacher through email rather than be posted on the website. Please be patient with teachers as they juggle class teaching as well as home learning packs.

A limited curriculum will resume in school for those children attending. Maths and English will be key subjects as well as PSHE and wellbeing. Teachers will then focus on Arts and Crafts, Topic work and outside sports.

Zoom meetings will continue for Years 2, 3,4 and 5 but may be hosted by a different member of staff due to the normal class teacher now taking a class in school.

Finally, may I take this opportunity to thank you all for your continued support over this very challenging time. I will continue to keep you updated with regards to future plans but please remain patient as the government guidance filters through to us at the school.

Kind regards,

Mrs Sarbutts