Friday 4th September 2020

Dear Parents/Carers

Well here we are, September has arrived and we cannot wait to welcome back all of our pupils. Here at school we have been preparing for what is going to be a slightly unusual start to the new academic year!

It is now mandatory to send your children back to school but we still have very strict guidance in place to make sure that we are able to keep everybody safe. Although we will have more children in the school, the restrictions that we implemented before the holiday are still in place.

* Year group bubbles will not be able to mix as we cannot guarantee all children can socially distance.
* Staff and pupils will be required to sanitize their hands before entering the school.
* Playtimes and lunchtimes will be staggered as will drop off and pick up times at the start and end of the school day.
* Children and staff will be provided with their own stationery.
* There will be no hot meals – packed lunches only so that children can eat in their classrooms. *(These can be ordered on the day if you have money on your Parent Mail account).*
* Shared resources will be disinfected between being used with separate year groups.
* Playground equipment will not be in use.
* Parents and visitors will not be able to enter the premises.
* Classrooms will be organised 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.
* We will try to ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.
* We will be disinfecting surfaces and high-risk areas such as doors, toilets and taps regularly throughout the day.
* We will ensure that help is available for children who have trouble cleaning their hands independently.
* All areas of the school will be disinfected at the end of the day.
* Staff and pupils will be restricted to particular areas of the school to reduce the risk of groups mixing.
* Some staff may wear face visors when working in close proximity with children.

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

* If your child needs to be accompanied to school, only one parent should attend.
* Younger siblings should be kept close and not left to run around or climb on railings or equipment.
* 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 and pick your child up **promptly** at their allocated location and time. (Please see below guidance for each year group).
* 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. Please **do not** use teacher’s emails now that home schooling has ceased.
* 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.
* Children will be expected to wear full uniform.
* We will no longer need to temperature check before entering the school.
* Children can bring bags into school (book bag/PE bag).
* Children can bring home reading books.
* Children can sit side by side if facing forwards within the classroom.
* Books and other resources can be shared within year group bubbles.
* Staff can move between groups if socially distanced from the children.

**Drop off and pick up times**

Please see below the allocated slot each year group has been given for dropping off and picking up from school. It is vital that you abide by the strict rules and timing for your child. We have tried to make sure that your child’s time is as close to a normal day as possible. However, if parents do not adhere to the timings given we will have to review the timings and spread them further to avoid congestion at the gates.

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| --- | --- | --- | --- | --- |
| **Year group** | **Gate** | **Door** | **Drop off time** | **Pick up time** |
| EYFS | EYFS Gate ( Car Park) | External EYFS | 8.30 am | 3.10 pm |
| Year 1 | External Year 1 | 8.40 am | 3.20 pm |
| Year 2 | Main Front Gate  (Willow Grove) | External Y2 Door | 8.40 am | 3.20 pm |
| Year 4 | Side door at front side | 8.50 am | 3.30 pm |
| Year 3 | Back Gate (Dickens Drive) | Hall door | 8.40 am | 3.20 pm |
| Year 5 | External Y5 Door | 8.50 am | 3.30 pm |
| Year 6 | External Y6 Door | 9.00 am | 3.40 pm |

Children will need to be dropped off at the gate and your child will be guided to a member of staff in the playground before making their way to their classrooms. If you have siblings that need to come in at separate gates, please contact the office 01908 267700 and one gate will be allocated for you. If you are late and miss your allocated time, you may be asked to wait until all children are in to avoid disruption of other children’s time slots. If you are late and the gates are closed you will need to contact the office for the gate to be open. No children will be able to enter the school through reception.

**If you have siblings you must arrive at your earliest allocated time and the other sibling may enter their classroom early.**

When picking up, parents are welcome to wait in the playground as long as social distancing is used. There are crosses on the playground floor to help if needed. If you have an older child and they can meet you outside the gates, this would be helpful. Please leave the playground **promptly** once your child has joined you. You must use your allocated gate at pick up time as well as in the morning.

Please refrain from phoning the school to ask if your child’s slot can be changed. These arrangements have been difficult to organise and are in place to ensure that we are keeping everybody safe and if there is an outbreak, we can track and trace where everybody has been and whom they have been in contact with.

**Things we are working hard on behind the scenes**

* Reintroducing Breakfast Club – provisional date of 28th of September.
* Reintroducing extra-curricular clubs
* Reintroducing music lessons
* Hot lunches

We are hoping to get some of these provisions up and running within the first 2 - 3 weeks back at school so I ask for your patience whilst we iron out any potential risks and logistical problems.

All Risk Assessments and guidance for parents has been approved by the Trust and will be reviewed regularly. We all hope that the virus subsides but with the cold weather approaching, we must all be prepared for changes and closures of bubbles at short notice.

There is no need, at the present time, for children to wear face masks to school. If you do want your child to wear a mask, please be aware that we will not enforce them to wear it if they take it off. Hand sanitizer will be freely available in all classrooms and around the school and the children will be encouraged to use it regularly however if you wish your child to bring in their own small bottle of sanitizer, they are permitted to do so.

We look forward to seeing you all!

Best wishes,

Mrs Sarbutts