

Dear Parents/Carers,

In September we are really looking forward to welcoming you all back to school. We have put plans in place in line with Government guidance to ensure that we can open fully in as safe a manner as possible. We have had to make several changes to the usual everyday organisation of the school and will outline them below for your information. Please read this information carefully; it will be essential for us all to work together to make the full opening of the school successful.

As always, we are responding to the most up-to-date Government guidance and will continue to do so over the summer and beyond. Please be aware that this means our initial plans may need to be adapted or changed, but we will inform you if this is the case.

If you have any further questions after reading this guide, please do not hesitate to contact us.

The School Day

We have made some slight changes to the school day to support with the full reopening. The details regarding drop off / pick up are detailed in the table below. We will be using a slight stagger in timings to minimise contact and numbers on site. We will also be using different gates / entry points for different year groups. All gates and classroom doors will be clearly labelled. Please ensure that you arrive at school as close to your allocated time as possible, and exit the site swiftly. If sibling stagger times differ, please select one time.

Year Group	Class	Entry/Exit Point	Start of the Day		End of the Day	
Foundation Stage	Ruby	Middle Gate	8.45am	Drop off at external classroom door.	3.10pm	Parents line up at designated point on playground. Teacher brings children out to playground.
	Garnet					
Year 1	Diamond	Middle Gate	8.55am	Drop off at external classroom door.	3.20pm	Parents line up at designated point on playground. Teacher brings children out to playground.
	Amethyst					
Year 2	Emerald	Slope Gate	8.45am	Drop off at external classroom door.	3.10pm	Parents line up at external classroom doors. Teachers dismiss at classroom door.
	Coral					
Year 3	Jet	Main Gate	8.55am	Drop off at main entrance.	3.20pm	Parents line up at main entrance. Teacher brings children to entrance.
	Crystal					
Year 4	Opal	Car Park Gate	8.45am	Drop off at external classroom door.	3.10pm	Parents line up at designated point on field. Teacher brings children out.
	Moonstone					

Year group 'bubbles'

We will be organising our year groups into 'bubbles' which will remain consistent and separate from other 'bubbles'. As we have two classes per year group these 'bubbles' will not exceed 60 children. This will support the logistics of full reopening and allow for targeted teaching, such as phonics or spelling groups.

Adults in school will socially distance, where possible, within each 'bubble'.

Break and lunch times will be staggered to avoid mixing year groups where possible.

Classrooms

For Years 2 to 4, children will be seated for the Autumn Term side by side, facing forward, in rows where possible.

Children in Foundation Stage (and Year One in the Autumn Term) will be following a free flow, play based curriculum. It is not appropriate for them to be seated in rows. It will not be possible, nor is it required, to enforce social distancing measures with children in these year groups. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow, break and lunchtimes.

Children in Years 2-4 will have their own equipment, such as a pencil and white board / pen, which will not be shared. Other equipment may be shared within their 'bubble', but will be regularly cleaned.

Children will need to bring a drink bottle and (optional) fruit/vegetable snack. Book bags or one other bag will be permitted. Please do not bring any other items / toys into school.

Reading books will be sent home as normal. Once they are returned they will be 'quarantined' for 72 hours before being used again.

Curriculum

Whilst we are confident that the children will quickly settle back into school, we are aware that their stamina for learning will be reduced after this prolonged break. Teachers will plan work to re-develop these skills and ensure that key areas of the curriculum that have not been covered will be merged with new learning. We will condense areas of the curriculum slightly, but will still offer a broad and balanced curriculum. Contingency plans will be in place in case of any further lockdown situations.

School uniform

School uniform should be worn as normal. There is a planned Pop Up Uniform Shop for Friday 4th September between 10.30am and 2.30pm at the main entrance to school. Please note uniform should then be ordered via ParentMail Plus Pay or email only. Once ordered the items will be given to you via your child's book bag or teacher. Uniform will not be available from the school office to pick up.

PE

On one day a week children can wear PE kit rather than their uniform. We will endeavour to have as many PE sessions outside as we can so children will need to dress appropriately. We will be using Premier Sport as previously and their staff will follow Government guidelines.

School lunches

An amended menu will be in place with more limited options. This will be sent to all families to order in the usual weekly form through ParentMail. Some 'bubbles' will eat lunch in their classrooms. Children will always have the chance to wash / sanitise their hands before eating.

Enhanced cleaning regimes

We will ensure that enhanced cleaning regimes continue.

Personal hygiene will be key; children will clean their hands thoroughly and more often than usual, either with soap and water or hand sanitiser.

Attendance

All children will be welcomed back on Monday September 7th and attendance is mandatory. Please prepare your children for return in good time for the first day back by ensuring they understand the safety rules in school and by re-establishing a good sleep routine. We appreciate that returning to school after an extended break may be daunting for you and your child. Please contact us if you need any support with this.

Assemblies

There will be no traditional whole school assemblies during the first part of the Autumn Term. These will be replaced by a pre-recorded weekly Collective Worship, which will be watched by one class in the Hall and other classes in their classrooms on the Smartboards. Classes may be still able to do individual class assemblies using this technology and it is possible that parents may then also be able to virtually 'join us'. We are keeping an open mind about Harvest and Christmas productions but please be aware that, even at this early stage, these events look unlikely in the Autumn Term.

Behaviour

We will be following our established Behaviour Policy. However, we will be expecting children to adhere to our safety guidelines. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

School office

The School office will remain closed to personal visitors. Please try to contact the Office via email or phone call where ever possible. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day.

SMASH Club

SMASH Club will resume, working within Government guidelines. Please contact the school office if you require further details on this.

Clubs

There will be no staff run clubs during the Autumn Term. We are reviewing externally run clubs; if they do run they will be limited to single year groups.

School trips

We are not planning any school trips during the Autumn Term

Illness

Children must not attend school if they display any symptoms related to COVID-19. Government guidance states that if your child displays any of the following symptoms they should isolate for 7 days and the household should isolate for 14 days.

- A high temperature
- A new and continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- A loss of sense of taste and/or smell

Children and their families are eligible for COVID-19 testing.

This can be accessed via the 111 website or by speaking with your local Doctor.

Please contact us immediately if a member of your household tests positive.

In all suspected cases onsite we will follow guidance set out by Public Health England which includes isolation of the child or staff member and a thorough cleaning regime. Should your child need to isolate we will contact you.

We appreciate that there is a lot of information to digest but it is essential that everyone is aware of our plans in order to keep us safe.

As always, we are thankful for your continued support.

Kind regards,

Sam Bishop