

27th May 2020



Dear Parents and Carers,

As a whole school community we have been working hard to ensure that we are ready to welcome more children back safely from the week commencing 1st June. There is a different timeline for each group and you will be contacted directly when we are ready to proceed, with plenty of time to prepare. The parents of children in Years 1 and 6 have not been contacted yet as we currently do not have the capacity to accommodate these year groups.

There are a number of information leaflets attached to this letter including one titled **General information for parents/carers**.

The uptake of places within the key worker and vulnerable children provision has expanded significantly and we need to ensure that certain protocols are adhered to when arriving and leaving the school grounds. All the children who are booked into this provision will be assigned a 'Bubble'.

Bubbles

We have made the decision to name our bubbles different colours and the capacity of each 'Bubble' has been determined by the size of the classroom adhering to 2m social distancing. Each 'Bubble' will be assigned to the **children, classroom, staff, toilets, outside areas, staggered drop off and collection time**. The children and staff will operate in the 'Bubble' all day. This information will be shared tomorrow.

The 'Bubbles' are currently put together looking at the days that a child requires, whether there are siblings, whether or not the child needs to access wrap around care and then broadly key stages and year groups together. The 'Bubble' will remain the same all week although children may come and go depending on their days required. As you can imagine this currently resembles a large jigsaw puzzle, however, we have done our best so please bear with us. Please see the leaflet **Introducing 'bubbles' in our schools**.

As year groups are introduced back into school they will form a new 'Bubble' made up solely of their year group and key workers will continue within their existing 'Bubble' to ensure we can offer them the provision they require.

Entry and Exit

The school grounds have been assessed to determine the best possible way to ensure a one way system can operate. The school car park will be locked from 8:30am to 10:30am each day and then from 1:45pm to 3:30pm to ensure that it is safe for children to walk through. If you feel it is necessary to have access within these times please ring and speak to the Admin team who will discuss your requirements.

The entrance is on the left hand side of school and the exit is directly in front of school heading out to the bus shelter and both are clearly marked.



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On the path leading from the carpark to the school entrance there are 2m zones marked out. A member of staff will be waiting within a marked area to greet you and accept your child. At this point you will be asked if you have completed the **Parent pre-admission procedure form** to confirm your child has no health issues along with other pieces of information, this will be reconfirmed on each entry. At collection time you will need to follow the one way system and wait within the 2m markings for your child to be handed over. Each 'Bubble' will have a 15 minute window within which to drop off and pick up. It is essential that you adhere to them. Please see the leaflet **New rules for drop off and pick-up**

These procedures will be under constant review and will develop to encompass a one way system around the school grounds and drop off and pick up from classroom doors. We will keep you updated when that happens.

General Points

Where possible can children wear their uniform or at a minimum school polo shirts and jumpers. I appreciate many may have grown out of clothes but if it is possible then please do so.

Sun cream needs to be applied before school. Children can bring in named sun cream however it is not possible for staff to apply it and follow normal safeguarding guidelines.

All children need a named water bottle every day.

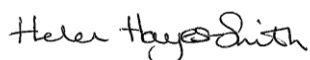
From the 8th June the kitchen will be in operation with Mrs Seymour providing **pack ups only**. At this point children who are Universal Free School meals will receive one as will children on Free School Meals. You are however welcome to provide your own if you wish. For the week commencing the 1st June you will need to bring your own pack ups.

We would like to encourage as many children as possible to walk to school. Where it is essential to bike due to distance we will be providing spaces to lock bikes. At this point these spaces are limited due to the one way system and social distancing but we are reviewing this.

If you have a school chrome book at home please can your child bring it with them each day safely in their bag. Your child will be provided with wipes to clean it and it will be solely for their use during their time in school.

As it is an unknown situation that we are facing as more and more children return to school we all need to have patience and be clear in that we are all working hard to ensure the safety for all in our school community. These procedures will be under constant review and will be likely to develop as restrictions start to ease.

Kind regards

A handwritten signature in black ink that reads 'Helen Hayes-Smith'.

Helen Hayes-Smith

Head of School