



Interim Executive Headteacher: **Mr L Haynes** Head of School: **Mrs A Innes**

27/05/20

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Dear Parent/Carer

I am writing to you with further details of the return to school for more pupils. I apologise for this being quite lengthy but as you will understand there is a lot of information to share.

Please note that from Tuesday 2nd June we will be able to welcome back children from Reception and Year One as well as continuing to provide places for children of key workers as we are currently.

We cannot at this time safely provide places for Year Six – we do not have sufficient staffing available to us to create the necessary number of groups and are expecting a rise in key worker places as well. We will keep this under constant review, we want to be able to welcome Year Six back but only when it is safe to do so.

A reminder that we are closed to all children, except those of key workers on Monday 1st June. Places start on Tuesday 2nd.

Below are further details that are important to you and your children.

The school day

For reception and year one, parents received an email yesterday telling them which days their child will attend.

The attached map explains which entrance and exit to use for each group of children as well as which adults will be working with each bubble and the start and end times.

As you will see we have assigned some groups to enter via the front gate on Whitby Avenue and others through the back gate. We appreciate your support with this measure which will enable us to maintain as much social distancing as possible for you, your children and staff.

There will be additional markings and staff available to assist you.

Start and end times

Key worker children – should be dropped at school at 8.45am and collected at the end of the day at 3.15pm

Reception – should be dropped at school at 8.30am and collected at the end of the day at 2.30pm

Year One – should be dropped at school at 9.00am and collected at the end of the day at 3.00pm

We have staggered timings to enable social distancing. Please arrive at school for your child's start and end time as outlined above. If you are running late for arrival, please phone the school office who will give you an alternative time to drop your child at school.

Please note that breakfast club will only be available for vulnerable children and the children of key workers by prior arrangement (this will run from 8.00am).

Group Arrangements

- Children will be kept in small groups (bubbles) while in school.
- The number of children in each bubble will be determined by the space available in each classroom but be no more than 15 children with 2 members of staff. For reception, groups will be no larger than 8.
- Bubbles will be kept separate at all times, including break and lunch times.
- Break times and lunch times will be staggered.
- Social distancing within bubbles will be maintained as far as is possible.

Lunch time arrangements

- Packed lunches will be available free of charge to all children in Reception and Year 1 and those in receipt of free school meals. Other children may order a lunch in the usual way. We need to know on arrival Monday morning.
- Children may bring a packed lunch of their own to school following the usual rules – no glass bottles, no fizzy drinks.
- School packed lunches will be delivered to classrooms by staff and children will eat in classrooms or outside weather permitting.

Arrival at School

- Children must wash their hands when arriving at school. The external wash stations should be used for this. Parents may need to assist with this.
- Only one adult should drop off and collect children – siblings should not accompany if there is someone at home to look after them. If this is not possible, siblings must stay with the adult **at all times**.
- Parents will not be able to enter the school building, this includes the school office. Should you need to make contact, please do this by phone or email.
- Children who are upset on arrival at school should be calmed and reassured by the parent before being handed over to staff. We cannot comfort children as we would have done previously. We will obviously try to support should this happen.
- Children will wash their hands before leaving school.

Travelling to and from school

Avoid using public transport where possible, especially at peak times.

Safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

First York coronavirus information: <https://www.firstgroup.com/york/news-and-service-updates/coronavirus-covid19-service-information>

School uniform

- Children are not expected to wear school uniform.
- Children should not bring PE Kit to school.
- Regular washing of clothes is recommended – a clean set of clothing should be worn each day in school.

Equipment

- Children should not bring book bags or backpacks to school.
- All equipment will be provided in school – children should not bring pencil cases or mobile phones.

Personal Hygiene

- New signs will be put up round school promoting good hygiene practices and social distancing.
- Children will be reminded to wash their hands regularly throughout the day.
- Additional hand washing stations will be installed in school to facilitate more frequent hand washing.
- Hand sanitisers, disposable tissues, waste bins and cleaning solutions are available in every classroom.

If your child or anyone in your household has coronavirus symptoms:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

You must all self-isolate and follow the NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

DO NOT SEND YOUR CHILD TO SCHOOL IF THEY OR ANYONE AT HOME HAS THESE SYMPTOMS, EVEN IF THEY APPEAR MILD.

- When schools reopen, staff and pupils will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.

What will happen if a child becomes ill with coronavirus symptoms?

We have clear plans in place if a child becomes ill with coronavirus symptoms.

- Parents will be contacted immediately to collect their child who will remain separated from other children and supervised by staff at a safe distance.
- PPE is available for staff if required.
- Children and members within the same household will be eligible for priority testing if they have symptoms.

Main changes pupils will experience in school

- To begin with, pupils will only attend school for two days a week, either on Monday and Tuesday or Thursday and Friday.
- Pupils will be with the same small group (bubble) of children and staff each day.
- They may not be in their usual classroom or with their usual teacher.
- The lessons they have will take a different format.
- Pupils will wash their hands as soon as they arrive at school and before leaving. They will also wash their hands more frequently throughout the day e.g. after break times and before and after eating.
- Social distancing between pupils and staff will be maintained as far as is possible.
- Pupils will not be allowed to use any outdoor play equipment.

The measures school has put in place

The following measures have been put in place in school to help ensure the health and safety of pupils and staff.

- Full review conducted of risk assessments relating to health and safety and hygiene.
- Updated cleaning regime in school, including regular daily cleaning of high use areas and a thorough enhanced clean every Wednesday and Friday/Saturday.
- Changes to the layout of classrooms to ensure social distancing can be implemented.

- New posters throughout school promoting good hygiene practices and social distancing.
- Removal of hard to clean items from classrooms.
- Classrooms to be kept well ventilated throughout the day.
- PPE available for staff, if required, when dealing with first aid or intimate care situations.
- All staff have been fully informed on the protective measures in education and childcare settings as outlined in the government's guidance.
- No visitors or contractors will be allowed on site unless absolutely necessary or in the case of an emergency.

Yours sincerely

Lee Haynes
Interim Executive Headteacher