



14<sup>th</sup> July 2020

Dear Parents and Carers

As we prepare to end the term, I write to update you with our emerging plans for expanded school reopening. I should restate our intention to warmly welcome all year groups back to school in September. I encourage you to follow this [link to guidance](#) for parents and carers in order to familiarise yourself with the basis on which the decision to reopen schools at a national level has been made.

You will not be surprised to hear that there remains much work for us to do to prepare the school over the summer break. However, I can provide you with some broad principles that underpin our planning to date.

Returning in September

**September 7<sup>th</sup> / 8<sup>th</sup>** – Staff training days

**September 9<sup>th</sup>** – Years 1-6 return to school

**September 9<sup>th</sup> – 17<sup>th</sup>** – Foundation Stage phased integration (separate letters apply)

I anticipate staggered 8:40am/8:45am drop-off times and 2:55pm/3:00pm collection times.

School services – After School Club; Breakfast Club and School Bus (938 service)

To ensure that our response to the ‘systems of control’ can be effectively applied to additional school services, attendance at After School and Breakfast clubs will need to be pre-booked on a weekly basis. For children that already access our school bus, pre-booking for seats will additionally be required on a weekly basis. Further details around the pre-booking system will be provided well in advance of September.

Unfortunately, we will no longer be able to accommodate last minute bookings – no matter how desperate – and apologise for this unusual lack of flexibility.

Meanwhile, it is essential that we have an awareness of intended use of these services prior to the summer break. You will shortly be receiving a text message with a link to an online survey. **It is vital please, to support further development of our plans and protocols, that you follow the link and complete the form separately for each of your children that attend our school.** It will take no more than a couple of minutes to complete.

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### Bubbles

As with many schools and in line with government guidelines, we will continue to operate a 'bubble' system. The bubbles will be class-sized bubbles and within a bubble, it will not be possible for the children to maintain distance. However, effective hand-washing and sanitisation routines will be in place, along with good respiratory practice and enhanced cleaning protocols. Children will be reminded regularly of hygiene expectations.

Staff may operate across more than one bubble but wherever possible, will maintain distance from children and colleagues in their practice as well as adhering to robust systems for the wider system of controls. For those children – or groups of children – where distance from staff won't be possible, our mitigating risk assessment measures will ensure that these staff in particular, maintain distance from children in other bubbles. For example, a member of staff working in our Foundation Stage unit (where distancing from children is difficult) would ensure that distance is maintained when working with older children in a different bubble.

Children from different bubbles will need to use the same toileting facilities but, as we have been doing these past months, distance will be ensured and where possible, we will avoid situations where children from different bubbles enter facilities at the same time.

### Lunch Time

Lunch will include our usual provision of hot meal; jacket potato option and deli bar option and menu options for the autumn term will be available shortly. We will operate staggered times for lunch sittings with whole year groups eating lunch in their respective designated space. Whilst this will mean that there are two year groups using the dining area at the same time, distance of at least two metres will be maintained between these bubbles.

### Equipment

Any equipment shared across bubbles will be cleaned between use. Children within a bubble will be able to share equipment but, where possible, we ask that the children in Years 3-6 bring their own pencil case to school. We can provide equipment for the children but if they wish to bring their own then this can include a pencil; rubber; sharpener; pencil crayons; ruler and glue stick.

Your child will need to bring a full PE kit to school at the beginning of the term and I ask for your support in ensuring that all PE kit items are clearly labelled with your child's full name. Where possible, PE will take place outside so please additionally include trainers suitable for outdoor use and a dark-coloured sweatshirt.

### Payments

As the move from cash to contactless payments gathers momentum across society, we will no longer accept cash payments for any school service including school meals. Payments must be made via ParentPay and if you haven't already done so, I would urge you to activate your ParentPay account before we break for the summer holiday. Alternatively, electronic payments collected through recognised childcare payment systems; voucher schemes and existing standing order arrangements will continue to be accepted.

Inevitably, our plans and decisions will continue to evolve in response to guidance that we receive, and more detail will follow. I hope you all enjoy the summer break as much as possible and I thank you in advance for your continued and valued support.

Mr Shaw  
Acting Head of School