17 September 2020

Dear Parents/Carers,

We hope you are all safe and well following the summer break and ready for the return to school.

We are very much looking forward to welcoming back all of our wonderful pupils next week and hope to return to normal school life as much as possible. We are working hard to make our school a safe, enjoyable environment and have used the Government Guidance to develop a comprehensive school reopening plan and risk assessment.

To help parents and families understand the actions, we are taking to keep everyone safe, and our expectations of everyone, the information below summarises the main points in the reopening plan. We hope you find this information useful:

**What if my child, or one of our family members, becomes ill?**

Any individual with symptoms, or individuals who have tested positive in the last 7 days, must not enter school grounds. Any individual with symptoms must self-isolate for 10 days. If a member of a household has symptoms, all members of the household will be required to self-isolate for 14 days. Parents should inform the school as soon as they are able to**.**

 **What will happen if someone becomes ill in my child’s class/bubble?**

If any pupil or adult in school becomes unwell, they will be sent home immediately. They must follow the ‘stay at home’ guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>), meaning they must self-isolate for at least 10 days and should arrange to have a test, (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.)They can return to school if test is negative and they feel well enough to do so.

 Whilst awaiting collection, the child will be taken to a designated room and supervised by an appropriate adult wearing PPE, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, a designated toilet will be used. Once the child has been collected, any facilities/areas which have been used will be fully cleaned. Children and staff in the same bubble as the individual displaying symptoms will wash their hands immediately; they will not return to the classroom until the room has been cleaned. Adults and pupils who have been in close contact with the symptomatic person do not need to go home to self-isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace.

**Daily uniform -**Full school uniform, including school shoes, should be worn from September 2020 and the government guidance states that it does not need to be laundered more frequently than usual.

Jewellery is not permitted for pupils, and they are advised not to wear a watch at the current time. Long hair should be tied away from the face. Coats and school shoes suitable for all weathers should be worn as recreation time will be spent outside.

**PE uniform-** Pupils should come to school in an outdoor kit on the days they have PE.-this could consist of a school PE t-shirt, school jumper, trainers and dark tracksuit/ jogging bottoms.

**How should we travel to school?**

We encourage all parents to walk or cycle to school to reduce congestion, help the local environment and improve fitness. Social distancing should be maintained around school sites at all times. The roads around the school will be closed for traffic during drop off and pick up times. Off-site visits will only go ahead when transport is not required. Swimming lessons will not take place until further notice. **All breakfast clubs and after school clubs will no longer take place as well until further notice.**

Please note that parents and carers are unable to enter the school building without a prior appointment. All communication should be done via email or telephone, except in an emergency. **What should my child bring to school?**

Children should not bring a bag to school.

Stationery/pencil cases **must not** be brought into school from home. Stationery will be provided by the school. Your child will use their own allocated stationery stored in named, plastic pencil case.

Essential pupil medication etc. must be handed to the staff on the drive to school and should be clearly labelled with the child’s name and details.

**Return Dates**

Monday 07 September                         Year 6, Year 5, Year 4 and Year 3

Tuesday 08 September                       Year 2 and Year 1

14th - 18th September                            Nursery/Reception

**Pupil Arrival/Dismissal Times and School Gates**

Year 6 - Menalik Richards **Back Entrance - Kingshold Road**

 8:55 Start

 15:30 Dismissal

 Year 5 - Amy Bliss  **Back Entrance - Kingshold Road**

 9:05 Start

 15:20 Dismissal

Year 4 - Patricia Lewis  **Front Entrance - Kingshold Road**

 8:55 Start

 15:30 Dismissal

Year 3 - Dominic Williams   **Front Entrance - Primrose Square**

 9:05 Start

 15:20 Dismissal

Year 2 - Karen Spencer  **Back Entrance - Kingshold Road**

 9:15 Start

 15:10 Dismissal

Year 1 - Lakia Ryner   **Front Entrance - Primrose Square**

 9:15 Start

 15:00 Dismissal

Nursery/Reception - Reem/Kasia/Sharmain **EYFS Entrance**

 9:30 Start

 14:45 Dismissal

We fully understand and appreciate that the new arrangements will prove challenging, but please know that the safety of our children, families and staff is paramount. The arrangements currently in place comply with government guidelines and ensure that we can provide the safest school environment. Thank you in advance for your patience and support in working with us at this unprecedented time. We will carry out reviews at the earliest opportunity and keep you updated. Start and dismissal times will be reviewed after the first week and you will be notified of any adjustments made.

**Do I have to send my child to school?**

Yes, usual attendance procedures will be implemented from 1 September 2020.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by the school.

**What will happen at lunchtime?**

**School lunches** - The school will resume the provision of hot lunches. ***If your child’s dinner money account (SCOPAY) is in*** ***arrears***, ***they will not be entitled to a school lunch***, therefore you will need to provide a packed lunch every day, until the account is cleared. Please contact the admin office if you have any questions regarding this.

**Packed lunches** - Children may bring a healthy packed lunch from home in a plastic wipeable box. All leftovers and rubbish must be taken home. Only water should be provided as a drink. ***The meal option you have chosen (school meal or packed lunch) cannot be changed until the start of each half term. We can no longer accommodate daily changes of meal options.***

**Water** - Children must bring a washable water bottle, clearly labelled with their name. This should be taken home to be washed daily.

**What hygiene measures are in place? What are we doing to keep the school clean?**

We have hygiene kits in each classroom, including cleaning products and equipment. Surfaces are cleaned regularly and all equipment is cleaned in between use.

Additional cleaning will be carried out across the day throughout the school.

Children are expected to wash their hands and/or sanitize multiple times throughout the day.

Most soft furnishings have been removed from classrooms.

Toys and equipment- Limited toys/equipment will be made available. Toys/equipment will be allocated to bubbles, and before they are used by another group, they will be cleaned.

We understand that many children may have some concerns or anxieties about returning to school, and we would like to reassure you once again that their well-being is our priority. We will do all we can to fully support them so that they are happy and feel safe and secure on their return and in turn, are ready to learn and embrace school life again.

We are extremely grateful for all of the support we have received so far from the school community. We will continue to keep you updated on our plans or if we need to make any changes due to new or updated government advice.

Yours sincerely,

Asarena Simon

Headteacher