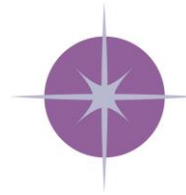




**Headteacher:
Mrs Jan Thomson**



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

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22 May 2020

Dear Parents and Carers of Reception, Year 1 and Year 6 Pupils

After a long process of meetings, planning and consultation I am now in a position to give you more information about the proposed Phase 1 return to school after half term. I can fully appreciate if you have been frustrated in not having information before now, but I am sure you will understand that it has been a very lengthy process in trying to get it as right as we can! I hope it will help you and your child to understand how school will look and feel for children, families and staff over Term 6 as we follow Government guidelines. It will also provide information on the expectations we will have of staff, children and families to ensure that we can carry out our very best endeavours to keep everyone safe.

I hope this will now give you adequate time to plan and prepare for your child's return to school. Thank you to those parents who have informed us that your child is intending to return. If further parents now decide to send their children, then we need to know please by the end of Monday 25th (half term week) when staff will be meeting to sort out teaching groups ('bubbles'). I want to reassure you that we will be guided by your decisions about sending your child to school based on the information that follows. For those who are not sending their children I can assure you that home learning online will continue as before.

Should you choose to send your child to school, they should be prepared for the possibility to be working with a different adult and in a different learning space. Once 'bubbles' are established there will be no movement between groups. It is therefore important that your child understands that whilst we will plan to ensure the children are nurtured, have fun and make progress in their learning; it will look and feel very different and it is likely they will have less opportunities to play with all their friends in the way they would have done prior to Covid 19.

During the week beginning 1st June, the school will be open on **Wednesday** and **Thursday** only for pupils as this will allow staff to have 2 days in school and I can finalise the required extensive Risk Assessment by carrying out Risk Assessment Training for all staff, ensure that the site is prepared adequately, carry out health and safety checks and set up risk assessment meetings for staff who are in vulnerable categories but are returning to work. Friday 5th June will then be a 'deep clean' day.

We will be opening then from 8th June on a **Monday, Tuesday, Wednesday and Thursday** each week until we know what will happen when and if Phase 2 begins as things will then have to inevitably change again. On the Friday of each week the school will be deep cleaned, and teachers will plan and prepare for school and online learning for the following week. We are sadly unable to offer wrap around care at this point as we have to keep pupil groups separated at all times once in the building and we do not have the part time staff available after school as they are working full time in school and the building will need to be cleaned thoroughly each day after school.

Life Long Learning, Community and Friendship

I hope you will understand that we have arrived at this pattern of opening following lengthy discussion with the Trust, and have put this plan in place in order to make sure as far as possible that we are keeping everyone safe whilst trying to deliver a teaching curriculum in school as well as deliver home learning online.

It's been quite a complicated process, as we need at all times to bear in mind that we are trying to minimise the risk of infection amongst our school community. We therefore have to put in place some fairly 'rigid' rules and are putting together procedures to ensure the smooth running of the school in this new way. I am sure you may be concerned as to how we will keep the children safe whilst in our care so here are some measures we are putting in place taken from the risk assessment.

Social Distancing:

We know that social distancing within a school environment is difficult, but in order to minimise risk and support the health and wellbeing of all we will:

- Allocate children to year group 'bubbles' of no more than 15 children and further divide this bubble into 2 smaller groups if we can. Children will therefore have contact with limited children and limited adults across their week in school.
- Keep children of Key Workers who have been attending school since March or who may now be joining in a 'bubble' together. This is in line with government guidance to keep groups of pupils as separate as possible and to minimise the risk of infection.
- Reduce numbers on the school site by staggering the start and end of the day so parents and carers are not all present at the same time.
- Introduce staggered breaks during the day to reduce the number of children together at one time.
- Close off outside play equipment (tyres, climbing frames, etc) following National Guidance.
- Encourage outside learning where possible instead of inside the classroom.
- Reduce any unnecessary visitors to the school.
- Re-arrange desks and seating to ensure 2 metres between each child.
- Mark the site with 2 metre markings where possible.

How you can help:

- Please try and make sure your child understands in their own way about 'social distancing', as this will be a requirement for everyone on site, at all times, as far as is possible. With younger children, try ways of showing them what 2 metres looks like.
- Please explain to your child that they will need to listen to our instructions around this as they will have an individual table to sit at and there can be no sharing of equipment etc. At playtimes they will also need to exercise social distancing which I appreciate will be hard for them.
- Parents and carers will need to adhere to social distancing rules too, so please be mindful of this at all times as you drop off, pick up and walk around the site. The site will be marked out as much as we can. We ask that only **1 adult** be involved in drop off and pick up please.
- If your child requires medication at any time you will need to arrange to come to school to administer it.
- Please make sure your child has their asthma inhaler in their bag and that they know how to use it.

Hygiene

Procedures will include:

- A deep clean of the school before wider opening begins, alongside daily cleaning processes and a further deep clean every Friday.
- Cleaning of heavily used areas throughout the day, including shared areas in between staggered group usage.
- Allocated spaces, toilets and equipment for bubbles.
- Hand washing as integral to the daily routine with guidance and monitoring in place for all children.
- Ensuring that adequate facilities are available for hand hygiene, and that handwashing information is shared regularly with the children.
- Where appropriate, children using the same piece of IT equipment during the day.
- Children having their own named pencil, rubber, etc. These will be provided by school.
- Children bringing in named drinks containers to use during the day.
- Lidded bins which are used for tissue waste and we will ensure that these bins are emptied throughout the day.
- Children not bringing any personal items from home such as toys and pencil cases.
- Children wearing clean clothes every day; therefore, parents can choose whether to use school uniform or other clothing – the children may be more comfortable in ‘joggers’ and t-shirts for example as they would during Sports Week. (No extreme fashions or inappropriate wear please).
- Limiting use of learning resources and equipment to those that can be easily allocated and cleaned.
- Necessary First Aid being administered to a child by staff wearing PPE to provide an additional layer of protection for the adult and child.

How you can help:

- Ensure that your child does not bring toys from home. We would prefer Year 6 pupils not to bring mobile phones but if they are necessary if they walk home alone then they will put them in individual envelopes each day, locked away and then removed by the child at the end of the day.
- Scooters and bikes – please do **not** bring these to school as we cannot allow the children to access the current space due to them arriving via different entrances.

NB We are following clear government guidelines to **not allow** pupils to wear face coverings. This is for hygiene and safety reasons – we cannot guarantee they will use them safely, handle each other’s etc.

The School Day

Getting to/from school:

- If your child needs to be accompanied to school, only ONE parent/carer should accompany them. (Anyone displaying symptoms of Coronavirus should NOT enter the school).
- You will be given allocated drop off and collection times (see detail below) and will be asked to enter and exit the school through specific points.
- Parents and carers should NOT gather at entrances.
- Parents and carers should adhere to social distancing rules.
- Outside of drop off and collection, parents and carers should only enter the site if you have a pre-arranged appointment.

- Staff will be avoiding physical contact with children throughout the school day, this includes drop off and collection. Where children are upset, they will need to be settled by their family member prior to leaving them at school.
- Staff will not be available for 'chats' before and after school – please direct any enquiries to the office by phone or email unless immediately urgent in which case please go to front reception (one person is allowed in at any one time).

How you can help:

- Please do not arrive super early for drop off or pick up – this will avoid crowding and mixing of 'bubbles'.
- Parents of year 6 pupils who come alone – please ensure they come straight to school, not early and do not gather together outside of school premises.

Break and lunch times:

- Break and lunch times will be staggered and will take place in designated areas with no overlap of bubbles. Staff will supervise their bubbles.
- Play equipment will be divided between bubbles to prevent sharing and will be cleaned after use
- Our catering company Chartwells will offer a reduced menu each day, probably one hot option or sandwiches; we are awaiting more details on this. For the first 2 days of week one it will be sandwiches only. We will 'picnic' outside as much as possible.

How you can help:

- Apply sun cream before school if possible – ensure that your child has protection such as a sun hat, maybe a long sleeve light top etc.
- Make sure your child has a named drinks bottle, we will ask that you bring one in if your child appears not to have one. They will not be allowed to use communal cups as we cannot ensure full cleanliness during the day after each use.
- Make sure your child knows not to share food or drink with anyone else.
- Make sure your child knows that contact games like tag and 'play fighting' will not be allowed at any time.

Equipment:

Each day your child will need to bring:

- A named drinks bottle (vital).
- A waterproof coat (even year 6!)
- A book bag (reading books will be sorted out hopefully during the first week and a system for returning them will be explained to you).
- A lunch box if applicable.
- An inhaler if applicable (please let the class teacher know this).
- For younger children a spare set of underwear and clothes if they are prone to 'accidents'

Year Group Details:

Reception Year

Start time: **8 45 am**

Entrance: Via the gate by the kitchen and enter Diamond playground, following social distancing rules. Children will be directed to their bubble on the first day. (Diamond and Opal classrooms are being used)
End time **2 45 pm** please collect from Diamond Playground following social distancing rules.

Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.

Year 1

Start time: **9 am**

Entrance: Via main playground gate entrance by Preschool and enter Topaz classroom from there, following social distancing rules. (Topaz and Amethyst Classrooms are being used).
End time: **3 pm** Collect from the main playground outside Topaz Classroom.

Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.

Year 6

Start time: **9 15 am**

Entrance: Children to be dropped by outside classroom doors to Emerald and Art Room.
End time: **3 15 pm** Collect from the same place.

Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.

I fully appreciate that is a huge amount of information to take in. I have tried to explain everything clearly. (It has taken me a few attempts to try and word it as best I can!)

I think that once we get 'up and running' we will be able to establish a pattern and rhythm to each day. I will of course be daily reviewing the safety of the site and the organisation of the school and if changes need to be made, I will keep you updated.

Kind Regards.

Mrs Thomson
Headteacher