

Outline Plan for Full School Opening in September 2020

16th September 2020

Dear Parents and Carers,

Further to our letter to you last week, we are now in a position to give you some details regarding the full opening of School in September. Assuming the 'R' rate starts to fall and there are no local or national lockdowns, or further restrictions imposed, the plans below will take effect from September:

Entry to School

- School will open to ALL children on Thursday 3rd September (Tuesday 1st and Wednesday 2nd will be INSET days as previously advertised)
- There will be strict arrangements for entry to school to allow for social distancing, including:
 - Different entry points for some year groups, with the gates open for slightly longer each morning
 - Different collection points to normal, with parents expected to follow one way loops around the site
 - Staggered start and end to the day to avoid crowding
 - We will have a 'one way system up and down the paths at the main Limes Road entrance and the back Cedar Road entrance. These will be clearly marked and ALL parents and pupils must follow the system
 - Parents will be expected to leave pupils at the identified points where staff will be stationed
 - Parents are not allowed to walk across the playground: access will be restricted
 - Parents must follow the social distancing guidance which remains 2m where possible or 1+ where not possible
 - Parents must drop and collect pupils swiftly and not congregate either on the school site or in the surrounding roads. Only 1 adult to be on site to collect per family.
 - **We have set out where your child needs to be dropped off and picked up in the information at the end of this letter, which also includes a map of entry and drop off points**
- In order to achieve staggered ends to the day without compromising on teaching time (a government stipulation), lunch time has been reduced in length for some pupils

In school organisation:

- We will keep pupils in phase group bubbles. Where possible, pupils will remain in their classes and not mix with other classes, however, because of the need for specialist teaching and the constraints of our school population and school site, there may be some mixing. This will be

strictly restricted to phase groups, i.e. Reception ; Years 1 & 2; Years 3 & 4; Years 5 & 6; Nursery & Time for Twos

- There will be no social distancing between children in school, but teachers and staff will be expected to social distance from children, parents and each other as far as possible
- Children will sit in rows (from Year 1 upwards) with all children facing the board. Children will be expected to keep the same seat in the classroom and will not be moved around as normal, except where they may need to move groups for their English and Maths lessons.
- There will have to be some enforced changes to the curriculum, including no whole school assemblies, no singing and playing of wind/brass instruments. Children will be taking part mainly in outdoor P.E. only, so on the day they have PE they can wear their school uniform on their top half with jogging bottoms and trainers/pumps
- There will be no hot dinners. Grab Bags will continue to be delivered to the classrooms for all eligible pupils - all pupils in KS1 and pupils eligible for benefits-based free school meals in EYFS and KS2. Parents can purchase a Grab Bag at a cost of £2.40 for children not eligible for FSM.
- Children will be permitted to bring lunchboxes to school again, but we would ask that parents use disposable bags to avoid the potential for cross-contamination
- The school uniform policy will take effect again from 3rd September and pupils will be expected to wear uniform. Summer uniform is permitted until October half term
- Personal stationery will be provided for every child. Please do NOT send your child with pencil cases and stationery
- Bags are permitted again, but as a school we would strongly advise KS2 pupils NOT to bring large backpacks
- Children should continue to bring water bottles, but these should be filled at home – **with water only** - to avoid queuing at the water fountains
- Children are permitted to bring their own hand sanitizer, but there will be a cleaning station in each classroom where hand sanitizer will be available

Infection reduction

- Children will be expected to wash their hands on entry to school and regularly throughout the school day
- There will continue to be restricted access to the school site for parents. Parents will not be allowed to remain on site once your child has been dropped off. Parents will be asked to socially distance 2m as far as possible, including in the surrounding roads.
- All enquiries should, as far as possible, be by phone or email to the school office. Parents can communicate with the class teacher via Google Classroom also.
- Increased frequency cleaning of handles, grab rails and touch points will continue throughout the school day
- Shared spaces/classrooms will be cleaned between use by different groups

Other

- **Free Breakfast Club will not be able to go ahead.** We hope to be able to still offer free bagels and these will be distributed on the playground for pupils to collect before going into their classrooms.
- Breakfast Club and After-school club will remain closed for at least the first 4 weeks – we will communicate next term when it is likely to start again.
- There will be no after school activity clubs for the autumn term

- Non-residential trips are also permitted from September, however no arrangements have been made yet for any trips to take place
- Volunteers, supply staff and non-essential visitors such as specialist external agencies will be invited into school again from Thursday 3rd September. We will continue to ensure every visitor signs into school so we have an effective record of who has been on site and when
- School will operate for a full 5 days per week
- All pupils are expected back into school from September. Home learning, in the form of MyOn, Century, Times Tables Rockstars and Google Classroom, will need to be accessed if a child has to self-isolate for a period of time or if there is another lockdown.

The Government have made it clear that there could be a further national lockdown or local lockdowns. Should either of these happen it is likely that we would revert to the arrangements that were put in place from 23rd March onwards. With this in mind, the current plan is to update home learning on the COVID-19 page on our website until the end of next week. If a lockdown was then introduced, we would revert to this method for setting work.

We fully appreciate that attendance has been non-compulsory since March. However, from September 3rd the government's guidance is that school has a duty to refer parents to the Local Authority for consideration for a fixed penalty notice fine for non-attendance. Many of you may still have concerns regarding sending your child back to school in September. We hope that you will feel reassured that the measures we are putting in place will help to keep everyone safe. If you do still have concerns then please do speak to us so we can support you in ensuring that your child attends school.

Staff have been working hard preparing transition PowerPoints for you to share as a family. These PowerPoints will provide you with the information you need when joining your new classes in September. They will be uploaded to the school website before the end of term.

As I am sure you can appreciate, there is much work still to do to prepare our school for September. We will be further refining our risk assessments and sharing these with you via the school website. We would like to assure you that when following all guidance we are also considering how best to do this so that parents are inconvenienced as little as possible. However, please be aware that you will very probably have to make some changes to your arrangements in order that we can all work together to keep everyone in school safe.

Thank you for your ongoing support.



Mrs Mackinney
Interim Headteachers



Mrs Cox

Class/year group	Entry time between:	Entry point	Exit time	Collection/handover point	Exit Point: see map below	Notes
Y6	8.30 – 8.45	Cedar Road	3.00	Cedar Road, escorted by teachers to back gate		<p>Key Stage 2</p> <p>Morning: No parents on site in the morning. Pupils dropped off at Cedar Road back gate School leaders present</p> <p>Afternoon: Y6 taken by teachers to Cedar Road back gate and released to walk home/collected by adult Y3 – Y5 parents allowed on site via right hand side of Cedar Road back path, using one way system to enter playground zones – collect child/ren and exit left hand side of Cedar Road pathway.</p> <p>Key Stage 1 and EYFS Parents allowed to drop off and collect pupils via classroom doors at allocated times and zones. Parents to use the Limes Road entrance. Parents to come up the main pathway and exit down the driveway as a one way system.</p> <p>Parents are not allowed to walk across the playground from KS1 to KS2. Parents with children in different classrooms will need to walk around the outside of the school to the other entrance.</p> <p>Parents who need a disabled parking space: this needs to be prearranged with the school. You will need to be:</p> <ul style="list-style-type: none"> • Morning: parked before 8.30 and leave after 9.00 • Afternoon: parked before 2.45 and leave after 3.30
Y5	8.30 – 8.45	Cedar Road	3.05	Through Y5/6 corridor doors by Y6 classrooms	Zone 1: KS2 playground Y5/6 Out via Cedar Road	
Y4	8.45 – 9.00	Cedar Road	3.05	Through Y3/4 corridor door	Zone 2: Y3/4- KS2 playground Classes 2Y and 2H	
Y3	8.45 – 9.00	Cedar Road	3.10	Through own classroom door	Zone 3: Class 2G Out via Cedar Road	
Y2	8.30 – 9.00	Limes Road	3.15	Through own classroom door		
Classes 1H and 1A	8.30 – 9.00	Limes Road at Zone 5	Between 2.45 – 3.00	Through own classroom door	Zone 5 Y1 entrance before school office Out via Limes Road	
Class 1M	8.30 – 9.00	Limes Road at Zone 5	Between 2.45 – 3.00	Collected from first reception classroom door	Zone 3 KS1 playground Out via Limes Road	
Reception	8.30 – 9.00	Limes Road at Zone 3	Between 2.45 – 3.00	Through own classroom door	Zone 3 KS1 playground Out via Limes Road	
Nursery Time for Twos	8.20 – 8.30	Limes Road	11.30	Main nursery door	Zone 4 - am	
	12.20 – 12.30	Limes Road at Zone 4	3.30	Main nursery door	Zone 4 - pm	

Map of School: drop off and pick up

