

16th July 2020

Re – September

Dear Parents and Carers,

As we come to the end of what has been a very challenging but very successful term, I want to write to you all to express my gratitude for the incredible support you have offered the school during this period, and to outline our plans for September.

You will no doubt be aware that the most recent government guidance asks schools to plan for all pupils returning to school in September. The new guidance allows for significant flexibility in recognition of the different contexts schools have to operate within, in terms of their size, location and the physical layout of buildings and grounds. Over the past week, the Senior Leadership Team, with the support of the Red Kite Learning Trust, have been working on a plan which we are confident will allow us to offer a full service in an environment which is as safe as possible, in line with the requirement to put in place, *'proportionate, protective measures for children and staff which also ensure that all pupils receive a high quality education that enables them to thrive and progress.'*

What follows is a breakdown of different aspects of our plan which should give you a clear idea of how the school will operate. Please note that the guidance may well change in the middle of August and that any changes will have some impact on our planning. We will ensure that parents and carers are kept up to date over the holiday. Please expect some communication towards the end of August which will include additional detail and the impact of any change to the guidance.

Ensuring safety for all

It is a requirement for all schools to complete a comprehensive risk assessment and action plan which is signed off by the Trust and Chair of Governors before the school can reopen in September. This process is already underway and I, along with other members of the SLT, will be meeting with representatives of the Trust, in school, on 25th August to present our risk assessment and planning. Whilst these documents are very detailed, the main focus will be on the following key areas:

- Enabling the rapid reintegration of all our pupils into school life with due regard for their academic development and emotional wellbeing
- Ensuring that additional cleaning capacity is available during the school day
- Engaging with the NHS Test and Trace scheme
- Continuing to implement a rigorous hand and respiratory hygiene regime
- Ensuring that staff and pupils who are ill, stay at home and that testing takes place where an infection with Covid-19 is suspected



- Implementing plans to reduce contact as far as possible within an extended 'bubble' system in order to minimise the potential for contamination

Cleaning and General Hygiene

The additional cleaning capacity which we have had in school since 1st June will continue. Our cleaning team, along with our teaching staff, will ensure that surfaces and other resources are frequently cleaned and disinfected. This will also apply to tables and benches in the canteen between lunch sittings. The current regime of regular handwashing and respiratory hygiene will also continue to be implemented.

Before and After School Provision

From Monday 14th September, we will be offering wrap-around care for pupils in Early Years and Keystage 1. Provision will be from 7.30 a.m. up until 6.30 p.m. each day. Pupils in Early Years will be in a separate room to pupils in Keystage 1, in line with our bubble system (see below). Please note that we will have a maximum capacity of 16 pupils in Early Years for this provision and just 5 pupils in KS1. Please contact Mrs Knott at the school office if you would like to book a place.

Kids at Heart will also begin their before and after school provision from 14th September. Please see details on our website [here](#) or call their main office on 01423 862192.

Bubble system from September

To enable schools to work as effectively as possible, the guidance provides for greater flexibility around the size of bubbles. We have decided to operate each phase in school as a separate bubble. This means we will have 4 bubbles as listed below:

- Early Years Foundation Stage (Nursery and Reception)
- Keystage 1 (Year 1 and Year 2)
- Years 3 and 4
- Years 5 and 6

Operating in this way will enable us to function as close to normal as possible since these groups already have separate break times for example. We will also be able to place children from each phase into different groups where appropriate (e.g. maths groups) and it will allow year groups to attend educational visits together. Our intention will be to keep all the bubbles separated from each other at all times during the day, thus minimising the potential for any infection to spread widely in the school. To this end, we will still have staggered start and finish times, with each bubble using a different entrance and exit to the building.

To make this more manageable, we will have one class from each bubble arriving at each start time, rather than an entire bubble arriving all together. All children will spend the same amount of time in class, in line with statutory requirements. Using this system of larger bubbles with separate entrances will also mean that **we can accommodate parents who have children in different year groups arriving at the same time. Details of start and finish times for the different classes within each bubble, along with any additional information you may need, will be sent out on Monday 31st August.**

Provisional start/finish plan



To help parents with forward planning, I have attached our plan below. Unless the guidance changes significantly, this information shouldn't need to change. However, I would caution parents that this is a provisional position at present.

Start of school day

	EYFS	KS1	Y3/4	Y5/6
Entrance/exit	Back of school	Main entrance	Side entrance	Car park
8.50	8:45 EY1	Taylor	Coatesworth	Brooke
9.00	Magill	Sykes	Smith	Chadwick
9.10	Whitelow	Ward	Collett	Riddle
9.20		Hebblewhite	Wray	Howes/Sadowski

End of school day

	EYFS	KS1	Y3/4	Y5/6
Entrance/exit	Back of school	Main entrance	Side entrance	Car park
3.10	Magill	Taylor	Coatesworth	Brooke
3.20	Whitelow	Sykes	Smith	Chadwick
3.30		Ward	Collett	Riddle
3.40	Various finishes EY1	Hebblewhite	Wray	Howes/Sadowski

I also need to let you know of one significant change to our normal start to a school year. Operating large bubbles in this way, in a building like ours with a relatively small playground, is presenting significant challenges. The most problematic of these is our lunchtime plan. We have a system which we are confident will work, but there may be unforeseen problems which will only come to light when it is put into practice – this could also be said for other aspects of our plans. To make it easier and safer for us to manage any unanticipated problems, **we are only going to invite pupils from Years, 1, 3 and 5 into school on Wednesday 9th September.** This means that all bubbles will operate at 50% capacity on this day which will help us if we have to iron out any difficulties. **Pupils in Nursery and Reception will also be in school on this day under separate arrangements.** Mrs Magill will contact parents at a later date with specific details.

From Thursday 10th September, all pupils will be invited back into school. I understand that this additional day at home for some children may cause a headache for some parents but I hope you will appreciate that our motives are rooted in our determination to ensure our systems work safely and effectively for everyone.

Term dates

Parents will soon receive a list of dates for the coming year and this will also be available on our website. Please note that there is currently a question mark over a number of events on this list, such as parents'



evenings, welcome meetings and school trips. These events have been highlighted in yellow and we will let you know as soon as we can whether or not these events can go ahead. Where such events cannot take place in the usual way, we will endeavour to hold them in a different format.

Other points

I know that many of you will have questions about a range of issues, including where packed lunches will be stored, which entrance your child will use, what happens if a pupil becomes ill etc. We are still working on our planning, with guidance which was released just 8 days ago, and we will be communicating again with parents, to cover every possible detail, at the end of August.

I would like to finish by once again thanking all of you for the part you have played in helping to turn a potential catastrophe into such a success for all of our children. Given the scale of this crisis, it was inevitable that children would suffer to some extent, but by working together in the way that we have, this has been minimised and we are looking forward to September, when we can quickly fill gaps in learning, support our pupils emotionally where needed and get them all back on track.

Have a lovely summer everyone.

Tim Broad

Kind regards,

Tim Broad
Acting Headteacher



