

20th May 2020

Dear Parents

Unless we hear to the contrary, we are preparing to open the school to reception, year 1 and year 6 pupils after half-term (1st June), as well as the 'Rainbow class' (for key workers, etc). The expectation is that children will be in groups of less than 15 pupils in separate classrooms, with others from their year, working with specific teachers each week.

Last week, an enormous document was created both to consider risks, but also for use by staff as a guide. Initially, the senior leadership team shared thinking and subsequently every member of school staff have had the opportunity to contribute. This means that most eventualities have been considered. We will, of course, be adding to this manual as time goes on and our thinking grows.

Clearly some of our thoughts need to be shared with you, with the aim of keeping everyone as safe as possible. Please remember that although we will encourage social distancing, children find this very difficult so we cannot promise that it will be maintained.

Below is what **you need to know**. We ask you to adhere to this advice, please, simply for everyone's safety (and peace of mind) rather than to be draconian:

- **No one to come on site if they or their household have any symptoms of coronavirus, within the last 14 days** (unless negative test for COVID):
 - Persistent cough
 - Temperature /fever
 - Sore throat
 - Cold-like symptoms
 - Shortness of breath
 - Loss of the sense of smell or taste

If uncertain, please speak with school before arrival on site ('If in doubt, don't come out!'). Testing can be arranged, by parents, for anyone over the age of five years old - use the online coronavirus 111 site (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)

Listed below are our requests:

- Visitors, including **parents, not to come into school**
- Masks are not recommended in the primary setting – the risks of children handling them makes them more likely to cross-contaminate, according to government guidance
- Books come to school in **clearly named** book bags, without any key rings or decorations. No home link books or other paper items in them, please. Book bags will be sprayed and wiped by staff. Please ask your child to wash their hands before (and immediately after reading) a book, from school, as we cannot sanitise them – we plan to do the same.
Year 6 will not need book bags or books
- Avoid sending lunch boxes into school but use disposable bags – **very clearly labelled** (sharpie pens or labels near the handles/written on both sides, if possible) and positioned on children's outside pegs (if it is cool) or in their class, if not
- Send a sturdy, named, simple water bottle into school to be washed on arrival; at the end of every day; and remain on site

- School lunches will be provided for all pupils eligible for them (or order through the usual system) – children will be sat in family groups, as appropriate; lunches will be staggered; and classroom bases will be used too
- Please only give teachers **essential** information at drop off/pick up to avoid queues. If possible, email/call the school office with any information about your child instead
- Please encourage younger children to use outside handwashing arrangements on arrival at school. They will be asked to repeat this once in the classroom!
- Only send soap if your child has a confirmed diagnosis of eczema (email the school in advance)
- Regularly wash children's uniforms to avoid cross-contamination – even better if taken off immediately on return home. (Spare pre-loved sweatshirts can be bought from school at 50p each, if children have outgrown them. Please email the school office with the size(s) you require to limit contact)
- Children to wear PE kit and a sweatshirt on PE days
- Avoid young siblings playing with school equipment, if accompanying an adult, at the ends of the day
- Children and adults to leave site rapidly and not to use outside areas after school
- Arrival times at school will be staggered to avoid bottle necks or large groups. Please **only one parent on site, if absolutely needed** – drop off at class entrance (or for Rother at side entrance). If waiting, please maintain 2m distance. Y6 pupils are expected to walk on and off site alone. KS2 pupils can be met on the playground – please stand apart (bring an umbrella if necessary!)

Arrival/departure times (please try to adhere to these and leave the site as quickly as possible):

Year group	Arrival time	Pick up time	Location
YR: Quebec group	*9.00-9.15am	3.10pm	Side of school (walk via school car park at the front – head towards bike racks and turn right alongside school building and storage shed). No cars into school car park- to keep pedestrians safe (vehicle access gate will be closed) *On first day the timings will differ: Quebec group arrive: 9.15-9.30am Diddling group arrive: 8.30 – 8.45am, to allow children to settle and learn new routine
YR: Diddling group	*8.45-9.00	2.45pm	
Y1: Hollist group	8.45-9.00am	3.00pm	Via school playground: Warren or Downlands class door (this will alternate each week)
Y1: Elsted group		3.00pm	
Y2-5: Rainbow group	8.30-8.45am	2.45pm	Via school playground: Torberry class door
Year 6	8.45-9.00am, on	3.05pm	Children to walk on to playground independently: to Beacon door via playground

Your child needs to know that:

- They will be asked to wash their hands regularly

- They will be taught in smaller groups, by their own teacher every other week. Miss Tonkyn/Mrs Stamper will teach one reception group and Mrs Upfold will take a yR group too. Mrs Fielder will be working with one of the y1 groups, as well as Mrs Maybury. Curriculum planning will be led by year group teachers. The teachers will be sending group lists out by email
- The playground will be zoned so that each group plays in a specific area
- There will be specific places for each group to wash their hands and go to the loo
- They may (or may not) eat lunch in the hall and be with their group, instead of the whole school
- We will be asking children to be as independent as possible
- We will be washing toys and equipment often so they may be asked to help, after they have used them (we have plenty of soap and water and they can wash hands at the same time!)
- Why things will be different. This is a silly song that they might like to learn and may be helpful:
<https://www.youtube.com/watch?v=yZvtoVrykb8> (this has come from NZ in preparation for children returning to school there)

I am sorry to have to create such a long list of requests but hopefully it reassures you that we are taking this return to school and everyone's health seriously.

If, during the time we have been in lockdown, there has been a significant event in your family, please do call me so that information can be shared with the teaching staff, as appropriate. I sincerely hope, however, that everyone has remained healthy.

We are really looking forward to seeing the children again, even if things are very different on their return. Please let the children know that we have missed them all.

Take care

Fiona