**Return to School in September**

Dear Parents / Carers,

We are looking forward to welcoming everyone back to school on the Wednesday 2nd September. After such a long break it will be lovely to see how much everyone has grown!

To help with transition a short ‘Meet the Teacher’ video will be available on the school website for you to access during the summer break. Unfortunately, due to Ms Brodelle’s continued absence this is not available for children moving to her class for which I can only apologise.

In order to keep everyone safe, school will be running a little differently. The measures we will be putting in place are detailed below and are based on the current guidance from the DfE. Please read this carefully and discuss it with your child so they know what to expect.A full risk assessment will also be available on the school website.

To help limit numbers on site we will have a staggered start and end of day. **It will be essential that you do not arrive on site earlier or later than the time given.** We have divided numbers by surname so families can drop off all their children at the same time regardless of the year group they are in. Nursery times will be as normal for all families.

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| **Surname starts with ..** | **Drop off time start of day** | **Collection time end of day** |
| A, B | 8.40am | 2.50pm |
| C, D, E, F, G | 8.45am | 2.55pm |
| H, I, J | 8.50am | 3.00pm |
| K, L, M | 8.55am | 3.05pm |
| N, O, P, Q, R | 9.00am | 3.10pm |
| S, T | 9.05am | 3.15pm |
| U, V, W, X, Y, Z | 9.10am | 3.20pm |

The drop-off and collection points for your children are detailed in the table below. We will have staff on duty to help direct everyone to where they need to be.

Children will need to be in school uniform as normal. (See the section on PE for details regarding children in Years 4, 5 and 6 wearing PE kit to come to school on days they have PE.)

**Attendance at school is compulsory and our normal attendance policy will apply.**

Dolce should be publishing menus and providing school meals - free for those eligible or paid for in the normal way. Initially only cold options will be available as all children will be eating in their classrooms to maintain distancing between classes. As soon as it is possible a hot meal service will be offered.

I hope this contains all the information you need for the time being. Please do not hesitate to contact the school if you have any questions. We will be closing for the summer break on Friday 17th July. School will re-open to staff on the 1st September.

Yours Sincerely,

**Janice Freeman**

Janice Freeman

Headteacher

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| **Issue** | **Safeguarding Measures** |
| Managing access to the site at the start and end of day. | * Staggered start and finish times over a period of half an hour – punctuality will be essential * Families arrive on site by surname limited to approximately 60 pupils at a time. Parents will need to leave the site quickly * No children or adults on site prior to 8.40am * Main gates open to allow distanced access * Different drop of and pick up points for each year group / class:   Reception – back of classrooms accessed through the carpark and steps to field  1R - door to carpark  1B – door to classroom accessed through courtyard  Y2 – door to carpark  Y3 – door to carpark at the bottom of Y3 Stairs, dismissed from carpark away from Y1 and 2 doors  Y4 – Through doors to playground, arrive and leave using Y4 stairs, dismissed from playground  Y5 – Through doors to playground, arrive and leave using snake stairs, dismissed from playground  Y6 - Dropped at gate and children make their way to class through the courtyard and up the Y6 stairs. Exit the same way.   * Children arriving by Taxi will use the front entrance and be greeted by ARP staff * Staff on duty in all access areas to direct and ensure distancing beginning and end of day |
| Maintaining social distance between classes  Years 1 to 6 - Bubbles of thirty with a teacher and LSA  Reception – Bubble of 60 with 2 teachers and 5 LSAs. | * Staggered timetable for breaks outside for each year group with classes kept separately on the playground * Each class will have their own bag of labelled playground equipment to use, this will not to be shared between classes * During breaks a member of staff will be on duty by the toilets to ensure children from different classes don’t mix and that the toilets don’t become crowded * When children need to come out of class to work in groups children from different classes will be kept socially distant and not share equipment * In KS1 pupils will continue to wear bands to help staff maintain social distancing between classes * In Year 1 if a child asks to use the toilet the LSA will check that they do not have any pupils from the other class in them * No clubs for the first half term * Lunch in classrooms – Dolce to provide food to be eaten in class for FSM * ICT suite closed. ICT equipment can be used in class but must be cleaned with anti-viral wipes after use * Cookery room will be closed * Assemblies will be one year group at a time with classes sat separately on benches. Benches to be cleaned after each assembly |
| Hygiene / social distancing measures within classrooms | * Hand washing at regular intervals throughout the day and on return to the class if a child has had to go out – e.g. to use the toilet * Children to have their own basic equipment provided by the school that they do not share with others. (Pencil, pen, ruler, whiteboard pen and board.) In KS1 and Y6 these are in zippy wallets so they can take them with them to RWI and Y6 groups. * Other equipment can be shared but only within the class. Soft furnishings included * From Y2 upwards children will sit in rows facing forwards * Staff will avoid bending down to face level with children * When looking at work or assisting children with learning staff will do so from behind the child * In Reception and Nursery staff may wear face visors for certain activities where the distancing above is not practical and they feel it necessary * Reading books will be quarantined after use. Books will be sent out on Monday pm and returned Friday am so they have the weekend without contact. They will be placed in a clearly labelled box. Bug club will need to be used for reading at the weekend * If older children, who may keep a book for longer, the same quarantine system should be used so that books have 72hrs before being loaned to another child * Guided reading books will have the same quarantine procedure applied to them * Children will not be allowed to bring equipment or toys in to school, only their lunch box, coat and water bottle |
| Movement around the school | * One-way systems will be in place * All classes will be escorted by their teacher to the playground for any breaks where the duty team will take over supervision |
| Management of PE | * As there is no way to change Year 4, 5 and 6 children separately they can attend school wearing PE kit on the days they have PE. However, they will still need to wear their school sweatshirt * No gymnastics – PE in the hall will be indoor games using equipment that can be wiped down after use. Plimsolls will be worn in the hall at all times * Outdoor PE - Equipment will not be shared between classes. Equipment will be cleaned after use |