



Friday 22nd May 2020

Dear Parents / Carers,

On Monday 15th June 2020, we will reopen school for children in Reception, Year one and Year six who requested a place. We will be open Monday – Wednesday for these pupils.

Our risk assessments are based on the number of pupils who replied ‘yes’ to our recent survey. If you requested a place we will send you details after half term of the ‘POD’ (Place of Duty) that your child will be in and who the member of staff supervising will be.

In the meantime, I wanted to give you more information of how the school day will operate to ensure health and safety requirements are adhered to:

Teaching Staff	Each teaching group (POD) will have one staff member who will lead the POD. This will be a Teacher or a Teaching Assistant Level 3. This member of staff will remain with the same POD. This measure is needed to keep groups small and to avoid cross contamination.
Size of POD	The number of children in a POD is based on the size of the classroom they have been allocated. This is to ensure 2m social distancing can take place. Year one and Year six will mainly be in PODs of 8. Reception will be in PODs of 14 due to having the Nursery and After School Club buildings.
Key Worker PODs	Key Worker children will have to stay in the key worker group if they need to attend school five days a week or on different days each week. If Key Worker children in Reception, Year one and Year six only need to attend school Monday – Wednesday each week they can join their year group POD and remain in it.
Lunch Time / Break Time	All children will eat lunch in their classroom. Free School Meal children and children in Reception and Year one will be given a packed lunch from school. Everyone else needs to bring in a packed lunch. If children in Reception and Year one would like to bring their own packed lunch they can. Each POD will have a set zone where they play at break time. They must still adhere to social distancing. They must stay in their zone to avoid cross contamination.

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Head teacher Christina Jackson
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Starting and ending times	There will be staggered starting times 8:30am – 9:15am. Also staggered end times 2:30 -3:15pm. Each POD will be told the entrance / exit point they should come to school and what time they will be expected to arrive and be collected. It is important that you stick to this time and that a 2m distance is kept between adults and children on the school premises and around the school gates. Only one adult should bring/collect their child each day. If you are late you will need to telephone school and wait until someone is able to collect you from your POD door. The main office will not be open. You can contact the office via telephone or e-mail.
Use of stationary	Pupils will be given their own stationary that only they must use. They will be given new work books that they will have to self-mark. Teachers will not be able to mark or give feedback in these books but will be able to give verbal feedback.
Curriculum	Pupils will be set and learn the same work as their peers working from home.
Reading Books	Pupils attending school will have to continue with reading online books. We will not be able to give out books from school.
Toilets	Each POD will be assigned their toilet block. This will be cleaned regularly after each child.
Whole school cleaning	School will be cleaned each evening and will have a thorough deep clean on Thursday and Friday. We will have a cleaner on site each day Monday-Wednesday whilst more pupils are in the school.
Regular washing of hands	Children will be regularly told to wash their hands. We have fitted outside sink basins. Each class has sanitiser in their classroom.
Markings / corridor	We will have 2m floor markers on the school corridors, on the stairs and outside the school to support pupils, staff and parents in keeping to the 2m rule.
Wrap around care	We are not in a position to operate breakfast and after school club at present.
First Aid	If a child needs first aid the member of staff will have to wear full PPE including a mask to assist your child safely.
Pupil displaying COVID-19 symptoms	If a child is displaying any symptoms of COVID-19 they will be taken to the parents' room. The member of staff supporting will

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	have to wear full PPE. Parents will be telephoned and asked to collect their child immediately. The child will need to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
If a child / staff member tests positive for COVID-19	Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
Vulnerable adults	Children and young people who live in a household with someone who is <u>extremely clinically vulnerable and shielding</u> should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions. Please contact school if this applies to your family so we can individually risk assess.
How should my child travel to school?	Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times.

We are risk assessing the situation daily and I will keep you updated of any changes. I will send out details of the POD groups and staffing after half term.

Take care and stay safe

Ms Jackson

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