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10th July 2020

ARRANGEMENTS FOR SEPTEMBER

Dear Parent/Carer

Firstly, thank you for all your support over these past, very difficult months. We wanted to write to you to let you know how school will run from the first week back in September, with new Government guidelines in place.

Monday 7th September 2020 – Transition Day

On Monday 7th September, we will be holding a Transition and Celebration Day for all the 2019–2020 pupils, including those moving to secondary school. There will be no school lunches on this day, so please bring your own packed lunch.

Year 7 – For the old Year 6 children, this will be the chance for a celebration and final meet up before moving on to their secondary schools. We have organised for a photographer to take Year 6 class photos (and small group photos for those who wish to have them). We will also hold the full Year 6 group presentation and leavers assembly. We are looking into filming this for parents as we are unable to invite you to attend. We ask the Year 6 children to wear dark trousers and come with either their leavers hoody or another navy sweatshirt for photograph purposes, please. Year 6 will enter the school through the Great Hall at 8.40–8.50 am and will leave at 3.15 pm.

Years 1–6 – Children in all other year groups will need to wear school uniform. For the time being, we will not be asking children to change into indoor shoes, so black school shoes should be worn. There will be a staggered start and finish time (please see below), which will start from Monday 7th September.

Year 1– On the Transition Day, the new Year 1 children will enter via their old Reception classes and will later be taken to their Year 1 classes.

Year 2 – New Year 2 children will enter through the Year 1 and 2 cloakroom door, as usual, and be shown to their new classes.

Years 3–6 – New Year 3 to 6 children will be asked to enter via their new classroom entrances. This will be explained to them on the transition session before the Summer holidays and there will be plenty of staff around to explain where they need to go. The majority of the day will be spent with their old class teacher and there will also be a session with their new teacher, preparing them to start in their new class the following day.

PTO

Staggered Start and Finish Times

From September 7th, and until further notice, we will be operating a staggered start and finish time for the whole school. This is for two reasons: to alleviate the number of adults on the playground at these times and, also, to reduce the number of children using the cloakrooms at any time, particularly at the start and end of the school day. We ask that parents and children stick to their timings closely and do not come early or late in order that this system runs smoothly.

When the children arrive at school in the morning, they should come straight into their classroom. A member of staff will meet the Reception children at their classroom door and, similarly, Year 1 and 2 children will be met on the small playground at the beginning of the ramp in front of the mobile classroom. We will not be asking children to line up and parents should not gather at any time and, instead, keep things moving. Once your child has been dropped off, please leave the school site as soon as possible.

At the end of the day, children in Years 1 and 2 will be brought out to the small playground and handed over to parents; Years 3–6 will come out onto the playgrounds to meet their grown up; and Reception children will be handed over at the doors of the Reception classrooms.

We have split each year group into Group A and Group B for drop off and pick up. If you have more than one child and one is in Group A and one is in Group B, please use the Group A timings. At pick up, please do not arrive early to pick up your child and, once you have collected them, please leave the playground so that the rest of the parents are able to pick up their children, maintaining social distancing.

The gates that will be open are the front gate on Tranby Lane to the right of school and the back gate near the Village Hall. We will no longer be able to put in place a one-way system, so please do give way to people coming through the narrow gates. We are unable to allow access via the path next to the astro-turf as the ramp outside the mobile classroom is too small for two-way access and the Year 1, 2 and 5 children will need to use this to get to the playground. The wide vehicular gate at the back of school, next to the Village Hall, will be open and we are happy for people to walk across the field in order to be able to social distance. We may need to review this system after the first few days.

The groups are as follows:

Group	Classes (new classes from September 2020)	Drop Off Time	Pick Up Time
A	RCM 1RP 2EE/ND 3GW 4KC 5RC 6AN/JS	8.45 am–8.55 am	3.15 pm
B	RHM 1EJ 2JP 3SP/SM 4MR 5DR 6KG	9.00 am–9.10 am	3.30 pm

As you can see, the length of the school day is a little shorter, however, we have also reduced the amount of time at lunch time, in order to ensure that all children can have a safe breaktime in their 'bubble'. The amount of teaching time will not be reduced and will continue to ensure that children get lots of outdoor play and exercise throughout the day.

Bubbles

As with many schools, and in line with government guidelines, we will continue to operate a 'bubble' system. The bubbles will be class-sized bubbles. We will encourage the children to wash hands regularly, however, it will not be possible within the bubble to continue to socially distance between children.

PTO

Staff may operate across more than one bubble but, where possible, will socially distance from the children. We have risk assessed those children, or groups of children, that it will not be possible for staff to socially distance from and have put provision in place to ensure that these staff do not have close contact with children from more than one bubble. For example, if a staff member works in Reception, it will not be possible to socially distance from these children, but if that staff member needs to work with children from another bubble, they will then ensure social distancing is in place.

Children will need to use the same toilets as children from other bubbles but, as we have in the past months, we will ensure that the children social distance and, where possible, children from more than one bubble do not enter a room at the same time. Regular reminders about handwashing and regular cleaning will take place throughout the day.

Equipment

Any equipment used between bubbles will be cleaned between use. Children in each bubble will be able to share equipment but, where possible, we ask that the Key Stage 2 children bring their own pencil case. We can provide equipment for the children but if they wish to bring their own, they can bring a pencil, rubber, sharpener, pencil crayons, ruler and glue stick.

Children will need their PE kit from the beginning of term. Where possible, PE will take place outside so please ensure children have suitable trainers and a dark-coloured sweatshirt as well as their usual PE kit.

Lunch Time

At lunch time, we will be offering a hot meal and a jacket potato option (please see the menu on the school website at: https://swanlandeducationtrust.co.uk/uploads/files/Menu_Sep20-Feb21.pdf). We will have staggered times for lunches, with whole year groups eating their lunch in one of the two halls at the same time. Whilst this will mean that there are two classes using the hall at the same time, we will have at least two metres between the tables for each of the bubbles. Lunch breaks will be staggered, so if you wish to take your child home for their lunch, you will need to check weekly what time your child's class will break for lunch.


Catch up

We are aware that some parents are concerned about their child having fallen behind with their learning. We want to reassure you that we are putting plans in place to help all children catch up with their learning.

The first few weeks of school will be spent helping the children settle back into school life and making sure children's emotional wellbeing is considered. We will also be starting to find out where children have gaps in their learning and which children will need help in certain areas. We are aware that there will be Government funding to support 'catch up' and, although we are not yet sure how this will be allocated, we have already put in place support for this provision.

Thank you for your continued support, now and into the future.

Yours sincerely



Chris Huscroft
Executive Head Teacher



Hannah Stephenson
Head of School