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10th July 2020

ARRANGEMENTS FOR SEPTEMBER – NEW RECEPTION CHILDREN

Dear Parent/Carer

We are looking forward to welcoming the new Reception children to Swanland Primary School in September. You will have received a letter detailing which days your child will attend for their transition sessions and when their official start date will be. Below are further details regarding arrangements that have been put in place, bearing in mind Government guidelines relating to Coronavirus.

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 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 children arrive in the morning, they should come straight into their classroom, someone will meet the younger children on the door. 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 Year 1 and 2 will be brought out to the small playground and handed over to parents, Years 3–6 will come out to meet their grown up and Reception children will be handed over at the classroom door.

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.

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 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	Drop Off	Pick up
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

PTO

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.

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 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 the room at the same time. Regular reminders about handwashing and regular cleaning will take place through the day.

Equipment

Any equipment used between bubbles will be cleaned between use.

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 Times

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.

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

Yours sincerely



Chris Huscroft
Executive Head Teacher



Hannah Stephenson
Head of School