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2nd September 2020

RETURN TO SCHOOL – SEPTEMBER 2020

Dear Parent/Carer (Years 1 to 6)

We are looking forward to welcoming all the children back on 7th September 2020 for the start of the school year. Whilst things may look a little different for the children, we hope to make things as 'normal' as possible and help the children to feel settled and comfortable.

Below are the details of what you need to know going forwards. Much of this was sent prior to the summer holidays, however, there are some updates and minor changes and we thought parents/carers would appreciate an update and reminder.

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. Packed lunches will be provided for those that have already ordered one, otherwise children should bring their own packed lunch.

Children 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.

In a slight change to the previous arrangements, the children will be going to the classroom they were in last year rather than to their new classroom on the first day. We thought that this would be preferable for the children to be able to spend their last day with their previous teacher in their old classroom. During the day, their new teacher will come to talk to them for a transition session and explain to them where they need to come the following day. So, on Monday 7th September, please send your child to the door they used last year.

Staggered Start and Finish Times

From 7th September, 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 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. We will continue to review how this works.

When the children arrive at school in the morning, they should come straight into their classroom. A member of staff will meet the Year 1 and 2 children 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/carers should not

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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/carers; Years 3–6 will come out onto the playground to meet their grown up.

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/carers 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 (as you look at the building) 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 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 socially distance. (NB 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 3SM/SP 4KC 5RC 6AN/JS	8.45 am–8.55 am	3.15 pm
B	RHM 1EJ 2JP 3GW 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. Classes in each year group will have their playtimes at the same time as each other but in separate areas; in the same way, they will have lunches at the same time (see ‘Lunch Time’ below).

Staff may operate across more than one bubble but, if working in more than one bubble, 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 socially 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 across more than one bubble will be cleaned between use or 'quarantined' for 72 hours. Children in each bubble will be able to share equipment but, where possible, we ask that the Key Stage 2 (Year 3-6) 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. This needs to be able to fit in their school drawer so should not be too large.

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 (and jogging bottoms if they wish) as well as their usual indoor 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 and we want to reassure you that we are putting plans in place to help all children catch up.

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 have been working over the summer to put support in place to provide 'catch-up' support for the children.

Meet and Greet Session and Parents' Evening

This year we will be unable to arrange face-to-face Meet and Greet sessions with parents but are putting in place arrangements for an alternative provision. Additionally, we plan to arrange the Autumn Parents' Evening over Microsoft Teams during November.

Absence Reporting

The guidance issued to us from Public Health England and the Department for Education continues to be updated regularly. Autumn Term is traditionally a time when children in primary schools get a lot of coughs and colds and, in the current climate, this will mean we have to be extra vigilant to signs and symptoms of Covid 19. If your child shows any symptoms of Covid 19 at school, they will be taken into our Medical Room and looked after there until a parent or carer can pick them up. If your child displays symptoms whilst at home, please inform us as soon as possible. We ask that you arrange a test and inform us of the results as soon as possible. After a positive test, a child would need to then self-

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isolate for a number of days (to be confirmed by Public Health England at that time) and we would follow Public Health England and NHS advice regarding what the rest of the bubble would need to do. You may report an absence by telephoning the School Office (01482 631300) and pressing 1 to record an absence or by phoning the School Office and speaking to a member of office staff.

We hope that the plans that have been put in place will go some way to helping to ease any concerns that you have. Please do get in touch if you have any further questions or concerns regarding the return of all children to school.

Thank you for your continued support.

Yours sincerely

A handwritten signature in blue ink that reads "HStephenson".

Hannah Stephenson

Head Teacher