



a part of Swanland Education Trust
www.swanlandeducationtrust.co.uk

4th June 2020

Dear Parents and Carers

Further to my letter on Monday which outlined when classes were to return and confirmation from the Local Authority that schools should go ahead with phased opening from Monday 8th June, I would like to provide you with more details as to how the dropping off and collection of children will work. This information is how things will work for key worker children too.

To ensure no contact between 'bubbles' and support social distancing, the start and finish times of school will be staggered. It is imperative that you follow these times closely. If you are late you will need to wait until all other groups have safely entered the school.

Keyworker children led by Mr Ward initially alongside Mrs Barton, Mrs Clayden, Mrs Baines, Mrs Tillison, Miss Taylor

Arrive: Between 8.45am and 8.50am (into school at 8.50am)

Collection: 3.30pm

Reception children – led by Mrs Burrell, Miss Whitford and Miss Dawson FROM MONDAY 8TH JUNE

Arrive: between 8.55am and 9.00am (into school at 9.00am)

Collection: 3.00pm

Year 1 children – led by Mrs Noble, Mrs McAreavey and Mrs Matthews FROM MONDAY 15TH JUNE

Arrive: between 9.05am and 9.10am (into school at 9.10am)

Collection: 3.10pm

Year 6 children THIS IS YET TO BE DECIDED IF IT IS POSSIBLE TO RETURN YEAR 6 – to be led by Mr Ward, Mr Barton and Mrs Baines

Arrive: 9.15am to 9.20am (into school at 9.20am)

Collection: 3.20pm

Bubbles

Key worker children will be in a mixed age bubble. If your child is in Reception, Year 1 or Year 6 and you need provision on a Friday, they will have to be placed in the key worker bubble rather than their year group as children cannot change bubbles throughout the week.

Drop off and pick up

Children should be dropped off at school by one parent where possible. Parents and children should enter the school through the middle black gates at the front. Children will be asked to line up outside of school where there will be markers placed two metres apart. Parents should use these markers when collecting children to ensure social distancing is followed. The lead of each bubble will come and collect the children at the correct time. Once you have dropped off or collected, please leave immediately. There is a one-way system in place, which should be used at all times by everyone, including staff. You will enter through the middle black gates and then leave by the usual entrance. Ensure you read the signage which is in and around school. Please be respectful of the infection controls that have been put into place and follow the guidance the school provide. Please be aware of others around you and, follow social distancing at all times. When collecting, please enter the front of the school and wait for your child on the markings at the front of the school.

Staff will not be available to talk to parents on a morning. Contact should be made via the office email or telephone.

Uniform and belongings

As per the previous letter, children can wear their own comfortable clothing and should only bring their packed lunch to school. All other personal belongings (including book bags) must stay at home. A reminder that children will need their own personal water bottle.

Health and Safety

For infection protection we will be focusing on regular handwashing, regular cleaning throughout the day and as much as is possible, social distancing. Each classroom has their own sink and handwashing facility. Staff will undertake cleaning during the day.

Staggering the start of school allows staff time to clean equipment after school ready for the following day. Separate break times and lunchtimes have been allocated so that 'bubbles' do not mix. Although times have been specified for using the toilets, children will be permitted should they need to use them outside of their specified times and parents should understand that this may mean them meeting children from another bubble.

For those children not attending school, home learning will continue to be provided on the school website. Please be aware that teachers will be back in school and responses to home learning queries may take longer than normal.

I would like to thank you for all the wonderful support and commitment which you have shown to the school whilst we have been closed. Life at school will be different for some time and procedures might not always work perfectly so please bear with us – this is a new challenge for everyone. We will be continuing to work hard to ensure that staff and pupils are kept as safe as possible. Within the government decisions and school, information is changing and updating regularly so I will inform you regularly and keep you up to date. Should you have any questions or queries, please contact the school office. I ask that you also share the children's letter which I have sent so that children are aware of how things will be different in school. Reception children will receive theirs today and Year 1 children next week.

Kindest regards

A handwritten signature in black ink, appearing to read 'Alison Oxtoby'.

Alison Oxtoby
Head of School

All school letters, news and events calendar can be found on the school's website: www.swanlandeducationtrust.co.uk