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Dear Parents/Carers

Following the government's announcement that schools should prepare to welcome back more pupils from Monday 01.06.20 I am writing to inform you of details of our plans to begin provision at Northlew C of E Primary School.

Dates

Monday 01.06.20 was an in-service training day to ensure all staff are aware of the risk assessments, procedures and policies in place in light of the new opening arrangements. The rest of the week will be used to ensure each area is prepared to facilitate learning as safely as possible and all PPE and cleaning materials are in place.

From Monday 08.06.20, we will be welcoming some children in addition to key worker and vulnerable children onsite at Northlew.

Key groups

Places are limited to ensure social distancing is possible, meaning you must inform us if you wish to request a place for your Reception, Year 1 or Year 6 child. Children will be taught in two small groups of 4/5 children in each classroom at one time. The children will not mix with children from other groups within the school. Each group will be allocated an adult; however, this may not be your child's normal class teacher and this adult may change depending on staffing availability. If your child's group is supervised by a Teaching assistant, the class teacher is still responsible for planning and assessing their learning. Each group will have their own classroom and toilet

Please see **Appendix A** for how the school has been separated into two groups and how the classrooms have been separated.

Drop off and pick up

To ensure minimum contact between parents and mixing of groups, a system has been put in place. All families will enter through the front door or through the fire escape in class 2 and then queue 2m apart, which will be marked akin to outside a supermarket, with separate queues to access Class 1 or Class 2.

Please drop your children off at the front door wherever possible if your child is old enough to queue independently. If it is essential that you come onto school property, we will be marking up the area outside the school's front entrance to preserve social distancing. No visitors will be allowed into the school building unless their visit is essential to the safe running of the school. Upon arrival, children should go straight into class and start their early morning activity when asked to do so. At the end of the day, please queue outside the front door, maintaining social distancing whilst waiting to collect your child.

Please note, for children in Year 4 or below we must see a responsible adult for hand over. Drop off and collection times will be as normal: 8.45am and 3.30pm. I am afraid that we cannot yet offer extra-curricular after school clubs.

What to wear and bring

Please ensure that your child has the following:

- A packed lunch in a sealed container
- A drinks bottle

We are asking children to wear 'uniform style' clothing, but this does not have to be their actual uniform. Current guidance on infection control suggests clothes should be washed daily to kill any virus they may have come into contact with. We are aware many families will not have enough uniform to wash and dry clothes daily. We are also aware that children may have outgrown their uniform without the opportunity to buy more. Therefore, we are asking children to wear uniform style clothing:

- Sensible shoes or trainers
- Trousers, shorts, a skirt or summer dress (which covers the shoulders)
- A shirt, polo or t-shirt
- A jumper or cardigan
- Shoulders should be covered and shorts or skirts should come approximately to the knee
- Clothes should be easy to clean so sequined or sparkly tops/dresses are not permitted
- Our normal expectations of jewellery, make-up and hair apply.

Teachers will be wearing 'professional casual' clothing that is easy to clean.

Children should bring with them their PE kit, or even better, be dressed so that they can participate in PE.

Please bring a packed lunch in a sealed container, as the kitchen will not reopen immediately. In addition, please ensure your child has a drinks bottle, as we will not be able to supply cups. (These may be accidentally shared).

As always, please ensure your child is prepared for weather conditions with a coat, sun hat and sun cream applied at home; sun cream is not needed in school.

In the classroom

The classrooms have been prepared so that they can be easily cleaned twice a day. This means all unnecessary or hard to clean items have been removed including all soft furnishings, paper displays and small resources. This applies to staff areas also.

The work stations have been positioned 2 metres apart, in line with current guidance. This will be enforced at all times, even for siblings from the same household. The floor has been marked to help children visualise the amount of space they need to leave between themselves and others. Please see **Appendix B** for further details.

Whilst in the classroom, children will be asked to remain at their work station and the teacher will maintain a 2-metre distance. Children will be working from an iPad or chrome book and completing learning set by the class teachers from the dojo site, any written learning will be kept in their own tray on their tables.

Each class has been allocated a set of toilets, which is easily accessible from their classroom. Windows and doors will be kept open to ensure the best possible ventilation. When possible, lessons will be conducted outside.

Children will complete the same learning as is being sent home. This will focus on Reading/phonics, Writing and Maths with wider curriculum subjects being covered in the afternoons.

Teachers and group leaders

Each group will have an adult assigned to them. This may not be their normal class teacher, as staff are also still supporting children who are learning at home. It is possible that a group will be supervised by a teaching assistant. In this scenario, the class teacher is still responsible for the planning and assessment of the children's learning. This is also taking into consideration the health, wellbeing and childcare issues each member of staff faces. Those staff who are working

from home will continue to provide support for home learning whilst also supporting those colleagues working in school with planning and feedback.
Staff will not routinely wear personal protective equipment (PPE), but may do if they need to get close to child, for example if they are very upset or injured.

Breaktimes and lunchtimes

Each group will have a dedicated breaktime. This will not be with any other groups. Breaktimes will be supervised by a teaching assistant to allow the teacher to have a comfort break. Children will be asked to choose games that maintains a minimum 2m of social distancing between each other. Each group will have a set of equipment which is cleaned at the end of the playtime. The climbing frame and outdoor structures will not be used as this cannot be easily cleaned between groups.

Lunch will be eaten in classrooms with lunch break following the same format as morning breaktime.

Illness and first aid

If a child becomes ill (non-virus symptoms) normal procedures will apply. The staff will make a judgement about their fitness to be in school and contact parents as needed. When caring for someone who is ill or administering first aid, staff may wear PPE such as a face mask, gloves and an apron.

If a child, or adult, displays virus symptoms (as described by current guidance) they will be isolated in a quarantine room. Parents/carers will be contacted immediately to collect their child and will be encouraged to have them tested for Covid-19. Children who display symptoms should self-isolate at home for 7 days. The rest of the group will continue to attend school.

If a case of Covid-19 is confirmed, all children and adults that they may have been in contact with should self-isolate for 14 days.

Cleaning and health and safety

We have considered all aspects of the health and safety of our children very closely. All staff are very aware of the procedures in place whilst parents and children will be informed as necessary. All classrooms used by groups will be cleaned twice a day to minimise potential virus spread.

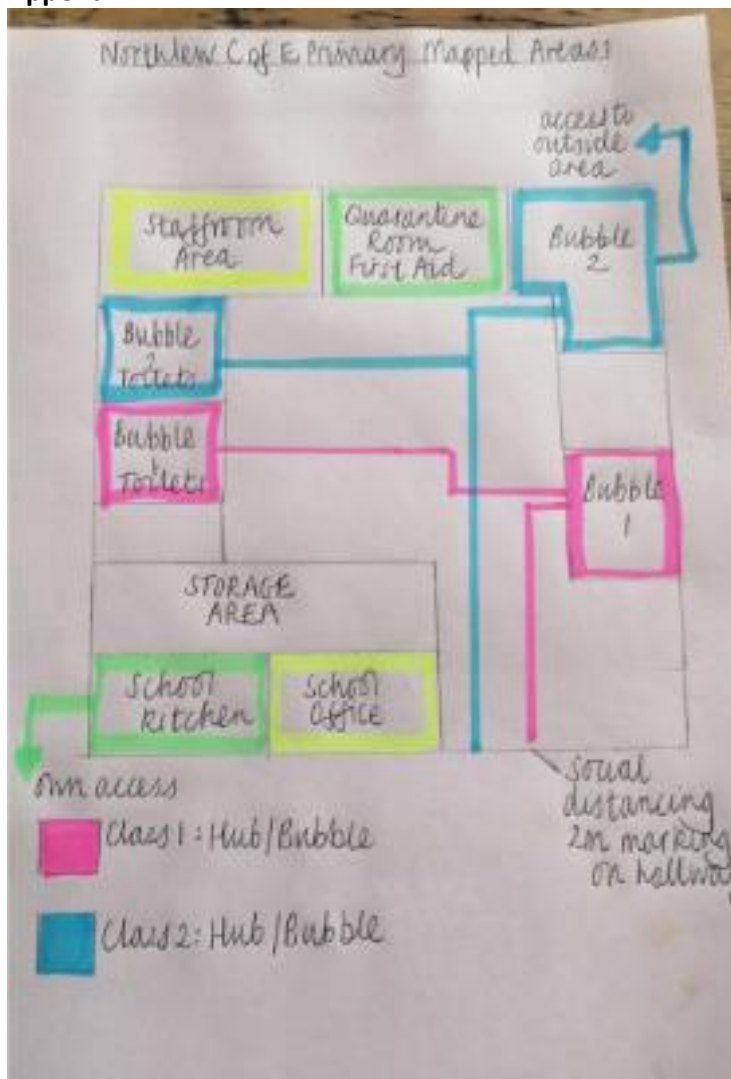
We are aware that these changes to school have the potential to upset or unsettle some children. Our staff will of course, be as friendly and welcoming as they have always been. We will be focussing on the safety and emotional wellbeing of your children when they return to school before progressing with any learning. There is a separate letter addressed to the children, which you should read with your child before they return to school.

If you have any questions, please do not hesitate to contact us.

Yours faithfully

Janine Cook

Appendix A



Please note the separate queuing areas for each group and route to and from the classrooms.

Appendix B

Class 1



Class 2

