Dear Parents,

We are delighted that you have chosen for your child to return to school. At this time our priority is the safety of our children and staff. We have put in place a number of measures to make sure that we can follow government guidance for the wider opening of schools. Please read the following so that you and your child are ready to come back to school on Monday morning.

Each class is a self-contained ‘bubble’. Each bubble will have its own staff, classroom, play area and toilets. There will be no contact between staff or children within different bubbles whilst they are in school. In this way we hope to limit the spread of any illness.

**Please note school will close at 12.30 on Fridays in order to allow for a deep clean. This will continue until further notice.**

**Attendance**

Your child will be expected to attend school every day. We are not able to offer flexible attendance for children returning to class. This is because your child will be returning to an educational group and learning is sequential. It is not possible for teachers to manage learning effectively if attendance is not full.

**Drop off and Pick Up**

Each group will have a set drop off and pick up time. This is to avoid large numbers of parents coming into contact. Parents will not be able to come onto school grounds and teachers will collect their group at their set time. Children will be dropped off and picked up at the school gate. Parents must stick to their set time. Crosses at 2m gaps will be on the ground outside the gate to help you to social distance. Children who are late will not be able to attend school for that day. Timings are as follows:

Arrival and leaving times for bubbles from 8.6.2020

|  |  |  |  |
| --- | --- | --- | --- |
| Bubble | Arrival | Departure Monday to Thursday | Friday |
| Nursery | 8.30 – 8.40 | 2.50 – 3.00 or 11.20 -11.30 | 11.30 – 11.40 |
| Reception | 8.40 – 8.50 | 3.00 -3.10 | 12.00 – 12.10 |
| Year 1 | 8.50 – 9.00 | 3.10 – 3.20 | 12.10 – 12.20 |
| Year 6 | 9.00 – 9.10 | 3.20 – 3.30 | 12.20 - 12.30 |

**Before and after school Care**

We are not able to offer before and after school care at present. If you or your partner are a Key Worker and your child requires before and after school care, please contact school directly to discuss your needs.

**Equipment and Uniform**

We would like children to return to school in school uniform. Wherever possible they should come to school each day in freshly laundered clothes. We will provide individual pencil cases for children in Reception, year 1 and year 6. Please do not send any pencil cases or toys from home. Please give your child a water bottle to bring to school. The children will be expected to take their water bottle home each day. Please wash and refill it for your child.

**Lunches**

Children will eat within their class ‘bubble’ in order to avoid contact with other groups. School will provide a packed lunch that children can eat in class. This will be free of charge to children in Reception and Year 1 and those children who are entitled to government free school meals, children in Nursery and Year 6 who normally pay for lunch will pay for their lunch as usual.

You may choose to send your own packed lunch in, but please make sure your child is able to open all items themselves to prevent staff having to assist your child. This will be kept at your child’s work station in Year 1 and Year 6 and on your child’s coat peg in Nursery and Reception. On Friday children eligible for free school meals will bring a packed lunch home with them.

**Behaviour**

In order to ensure that pupils are safe we have made changes to our behaviour policy. We have attached the policy update. Please make sure that your child understands what we expect.

**Illness**

If your child becomes ill, they will be sent home as usual. If they are unwell with symptoms suggesting Covid -19 we will expect you to collect your child immediately and arrange for them to be tested as soon as possible and to let us know the outcome as this will impact the other pupils in your child’s group.

It is essential that we can contact you by phone at any time. Please ensure that school has your current contact number on file at all times.

Please go through these changes with your child so they know what to expect before they arrive at school. We are really looking forwards to seeing you all again. Please don’t hesitate to contact us if you have any questions.

Philippa Foster.

Behaviour policy update May 2020

Annex A – additional information in response to a pandemic (Covid 19)

Safety is our highest priority during this pandemic. As such we have produced additional guidance (taken from government guidance) that we are expecting children to follow. This will ensure that all parties, children and adults will remain as safe as possible and any risks minimised.

Failure to adhere to this additional guidance will pose unacceptable risks to those in school, parents will be contacted immediately to discuss how to proceed.

**ALL Children must**

· Follow school instructions on hygiene, such as handwashing and sanitising.

Washing hands regularly, on entry to school, after coughing and sneezing, after toileting, before and after using equipment, before eating and when requested,

· Follow instructions on who to socialise with at school.

Only with pupils and staff in their ‘bubble\*’. You are not allowed to socialise with pupils outside your ‘bubble’

Move around school as per specific instruction

Following a one-way system, not entering out of bound areas. Queuing, following an adult, staying within their ‘bubble’. Not leaving the classroom or seat without permission. Entering and leaving school via the identified doors only.

· ‘Catch it, kill it, bin it’

Put any tissues in the bin immediately and wash hands.

· Stay in the area provided for your bubble.

Only leave the area with permission from an adult in your ‘bubble’. Lunch will be eaten in your area and the same expectations apply. Break time areas will be allocated and children MUST stay in their spaces.

· When playing outdoors stay in the area marked out for your ‘bubble’

This is also the case if you are able to see other children playing outdoors. Stay with your bubble only.

· Use only the toilet and sink identified for use by your ‘bubble’

There will be a sign to tell you which ones to use. Toilets will be used by both boys and girls. You must ask before going to the toilet

· Do not cough or spit towards another person

**Years 1 and 6 MUST ALSO**

· Stay in your allocated seat at your table

Asking permission by raising your hand to leave your seat for any reason.

· Keep resources on your desk.

Once handed out, resources stay on your table. You will have a pen, pencil and ruler given to you, that is your equipment and must remain on your desk. You must not use anyone else’s equipment.

· Coats must be taken into the classroom and placed on the back of your chair.

· Water bottles must be filled at home and remain on your table.

They can be refilled during the day at school if needed.

**Additional expectations for ALL parents**

· You MUST talk to your children about these expectations and stress the importance of your child/ren adhering to them at all times.

· If you have concerns about whether your child will be able to manage these expectations, you need to contact school in advance of sending your child so that this can be discussed.

· If your child is having difficulties following this policy upon return, parents MUST consider the safety of their child and that of others when deciding if it is safe for them to continue attending school. You may wish to make the decision that it is safer to have your child at home

You MUST have a contact number where we can contact you at any time during the school day and you MUST answer your phone.

· Parents MUST only drop off and pick up at the school gate ONLY at their allocated times, do not stay on site to socialise with other parents.

· Parents MUST NOT come into school without having made an appointment. Phone the office for this or any other query.

\*’bubble’ refers to the ‘new temporary class’ your child has been placed with. This is a maximum of 15 children, it may not be in your child’s usual classroom or with their usual teacher.