



21st July 2020

Children returning to school as of September – important information

Dear parents / carers

From Friday 4<sup>th</sup> September, we will be pleased to welcome children from every year back to school, full time. Please find arrange of information below. All of which is based on government guidance. In order to aid a smooth transition, we will operate staggered return dates. The year groups identified are those that children will be in come September.

Friday 4<sup>th</sup> September – Years 2, 3 and 6

Monday 7<sup>th</sup> September – Years 2, 3, 4 and 6

Tuesday 8<sup>th</sup> September – Years 2, 3, 4, 5 and 6

Wednesday 9<sup>th</sup> September – All children from Years 1 – 6

Thursday 10<sup>th</sup> September – All children from Years 1 – 6 (as above)

Friday 10<sup>th</sup> September - All children from Years 1 – 6 (as above)

New Reception will start the following week.

Bubble sizes and spacing

Children will be placed in bubbles within bubbles. One year group will make up one main bubble. Within that year group main bubble, there will be two smaller class bubbles. Year group bubbles will total 60 – 64 children and class bubbles will total 30 - 32 children. This will be dependent of age so KS1 = 30 children max per class bubble resulting in 60 max children per year group bubble and KS2 = 32 max children per class bubble resulting in 64 max children per year group bubble.

There will be no interaction between year group bubbles and these will remain separate from others at all-times eg the Year 3 bubble will never share outdoor space with a Year 4 bubble unless it is separated by markers to ensure that 2 metre distancing, or more, is maintained.

Where possible, class bubbles will not mix with the other class bubble from the same year but this may not be possible during playtimes, lunchtimes and when we are offering bespoke year group catch up programmes for small groups of children. Linked TAs, specialist teachers, supply teachers and catch up teachers may also move between the two classes that make up the year group bubble. These adults will not teach in any other year group, unless they can maintain strict social distancing. This is to reduce the risk of Covid-19 passing as much as possible. By ensuring that linked adults only work in one bubble, we are able to reduce cross contamination as much as possible. Should a child, or adult, receive a positive test for Covid-19, all those who have been in contact with them would have to isolate for 14 days. By keeping strict bubbles, such instances would mean that we only have to close the year group bubble and that the rest of the school could remain open. If a bubble closed, we would provide home learning for those required to stay at home.

Due to the size of classrooms, as is the case in most schools, we are unable to space children 1 metre apart when inside. However, as per guidance, all children will be sat facing the font in rows and none will be sat face to face. We will space the children out as much as is possible but, in many classes, children will share a two person table and will be sat with children directly next to them on either side. This will not be the case for children entering Reception as these children will require free flow provision. Children entering Year 1 will also have elements of free flow. That said, when sat at tables, children in Reception and Year 1 will also not be sat face to face. Carpet time for these two year groups will take place but in small groups only or with a mix of children at tables and some on the carpet. It will not be possible in other year groups. Children in Reception and Year 1 will have increased access to outdoor learning and outdoor space as per usual.

During playtime, and when moving throughout the school, children will be encouraged to socially distance. When eating lunch, children will be sat close to each other, as they are in class, but with as much distance as allows. Again, this will not be face to face. The distancing aspect may seem a little conflicting, as some aspects of the school day will enforce social distancing and others will not. This is because in some aspects it can take place and in others, it just isn't possible. Guidance identifies this to be the case and notes that it should take place when it is possible.

## Drop off and pick up

- Each year group has their own drop off and pick up time. Please ensure that these are followed. Employers are required to be flexible in order to accommodate your needs. We will continue to review these to see if they can be altered. Those with earlier drop offs will have earlier picks ups and those with later drops offs will have later picks ups to ensure all children receive the same amount of time in school.
- Only one adult will be permitted to accompany a child onto the playground, to their designated drop off point, but you are encouraged to leave children at the gate.
- Each class has their own designated gate for their own set time. Due to the volume of people due to attend school, in order to reduce congestion, it is important that these are followed. If this may cause a problem for eg a child who walks to school alone and lives nearer to eg Radinden Manor gate, please get in touch as we don't want their journey being extended if it can be helped. Any child coming with an adult will need to use their designated gate. The same gates will need to be used by the same classes for both drop off and pick up.
- School staff stand on every gate at all times. Myself and another member of SLT stand on Radinden Manor and the KS2 playground so, if we do not get to see you, that is where we can be found.
- We ask adults to remain on the premises for the minimum amount of time possible. Staff will not be able to stop and talk to you for this reason but you can, of course, email teachers with any information or needs in advance.
- Any child arriving before their designated time will be required to wait outside the school gates and will need to be with an appropriate adult - unless the child is in Year 5 or 6 and their parent has completed a 'walking to and from school alone' form. It is ideal for families to wait in their car until it is their designated gate time.
- We ask those waiting outside the gates to socially distance at all times. We ask that those outside the school gates do not stop and chat but kindly move on, even if distanced. We will have increased numbers of people moving through these areas so please support others by ensuring they feel as safe as possible and have a clear pathway to move through.
- If a child arrives after their designated time, they, and their accompanying adult, may need to wait outside the school office window, in 2 metre spacing, until an adult is available to collect them. We would hope that this would be swift but, please allow for up to 30 minutes as all adults are being utilised manning the extra gates plus supporting Hubs to walk through the building. We have a tight corridor timetable in order to avoid Hub crossovers in corridors so children aren't able to walk alone in the corridor.
- Similarly, this will all apply in reverse at the end of the day. Please be prompt for your time slot.
- There will be three one way systems in operation leading to the school premises. The two gates that lead onto Radinden Mannor (one in and one out), the gate that runs parallel to the staff car park and the gate that leads to the staff car park from the KS2 playground (one in and one out) plus the gate that leads from The Upper Drive to the KS1 playground (one way system signposted). One way markings will be shown in all areas to help guide you.
- 2 metre floor markings and other signage is shown in all areas. Please ensure that social distancing is followed at all times.
- Children will not free flow into classes as usual, but wait outside, each on a 2 metre line, overseen by their class teacher and TA. Each Hub has a different entry and exit so the children will not be near other Hubs.
- As children enter the school building they will be required to wash their hands.
- When arriving for pick up, we ask that the one adult doing so, waits on a 2 metre distanced line as with drop off.
- We encourage families not to use public transport to get to school but appreciate that this is a necessity by some. If this is unavoidable, we ask that facemasks are worn and hand sanitisation is followed meticulously.
- Pre or post drop off / pick up, we ask that adults avoid visiting the school office where possible. For any enquiries, please call or email instead. If a visit is unavoidable, please ensure that you do not enter until the foyer is empty so that it only holds one person at a time. Please then stand on the designated line to talk to the staff member through the glass hatch (we have tested this and it is possible to hear). Please note that the school office will only be open from 8am until 3.30pm, until further notice.

	Reception		Years 1 and 5				Years 2 and 6				Years 3 and 4			
	Reception		Y1		Y5		Y2		Y6		Y3		Y4	
Drop off	9.00am – 9.10am		8.30am – 8.40am				8.40am – 8.50am				8.50am – 9am			
	St Jude	St Christopher	1 St Cath	1 St Peter	5 St Cec	5 St Step h	2 St Claire	2 St Bern	6 St Mart in	6 St Paul	3 St Joan	3 St Patri ck	4 St And	4 St Franc is
Teacher	Mrs Coles hil	Miss Topcam	Miss Thom as	Ms McC artney / Mrs Fairbanks	Miss Wilkin son	Mrs Elliot / Mrs Bowles	Mrs Tearle	Mrs McFarland	Miss Water s	Mrs Brady - Smith / Mrs Fletcher	Miss White ly	Miss Rodway / Mrs McGuire	Miss Fletcher	Ms Szeless
TA	Mrs Wells	Mrs Tall Stuart	Mrs Cash man Mrs Wroe	Mrs Tabar Mrs Lean y	Mrs McE nte	Mrs McEntee Mrs Burte nsh	Mrs Staffo rd	Mrs Willia ms Mrs Saund ers	Mrs Georg iou Mrs Alpho nso	Mrs Georg iou	Mrs White	Mrs White	Mrs Cutler	Mrs Cutler
Gate	Radinden Manor		Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive	Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive	Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive
Hand washing	Own clas s	Own clas s	KS1 toilets / half in clas s	KS1 toilet / half in clas s	KS2 cloist er tap / in class	KS2 toilets	Own class	KS1 toilet s / half in class	KS2 toile ts	KS2 cloist er tap / in class	In clas s	Year 3 huts toile ts / in clas s	Year 4 huts toile ts / in class	In class
Enter and route	Clas s door	Clas s door	KS1 toilet door then back stairs	KS1 toilet door then main stairs	Clas s back door	KS2 cloist er	Clas s door	KS1 toilet door then back stairs	KS2 cloist er then main stairs	KS2 cloist er then main stairs	Y3 huts front door	Y3 huts back door	Y4 huts front door	Y4 huts back door
Pick up	3.10pm – 3.20pm		2.40pm – 2.50pm				2.50pm – 3.00pm				3pm – 3.10pm			
Exit	Classroom doors		Back stair s then KS1 toilet	Main stair s then KS1 toilet	Clas s back door	KS2 cloist er	Clas s door	Back stairs then KS1 toilet	Main stairs then KS2 cloist er	Main stairs then KS2 cloist er	Y3 huts front door	Y3 huts back door	Y4 huts front door	Y4 huts back door

### Social distancing and equipment

- 2 metre markings remain by all outside doors, within all corridors, classrooms, toilets, outside etc. Signage is visible, reminding adults and children of what 2 metres looks like and that they should, where possible, keep this space in between them and someone else. Please remind your child of this. Whilst this won't be possible when sat at desks, guidance states that the greater distance we keep from each other, the less likely any transmission. Autumn term is always one filled with the common cold and other such bugs so the better the distancing when possible, the less risk of any excess usual illness.
- In classrooms, each child will be sat at their own front facing desk. Please remind your child that they will not be able to get up and walk around or interact physically with others as per usual.

- Each child will have their own tray, with their own school based items and will require nothing else so will not need to move to other areas.
- Break times will take place in bubbles, in designated paces. We have arranged for each Reception and Year 1 class to receive a weekly Forest School session and are currently timetabling half termly session for all other year groups.
- Children will have access to some equipment at playtime and in PE lessons but this equipment will not be shared with other year groups. This is the same in class. Any equipment that requires to be shared between bubbles will be thoroughly cleaned.

#### Infection prevention and control

- We will be encouraging children to clean their hands more often than usual and ensure that they wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. As sanitisers in school have to be no alcohol based, soap is best and this should be made very clear to the children.
- Hand washing will take place, adult supervised, at regular intervals throughout the school day. We will promote the 'Catch it, bin it kill it' approach to coughs and sneezes and all will be required to wash hands immediately after coughing or sneezing.
- We will encourage children not to touch their mouth, eyes and nose and windows will be open wherever possible.
- We will ensure toilets are not crowded. Each Hub will have their own designated toilet and sink. These will be unisex.
- Extra cleaning will take place throughout the school day, in addition to a deeper clean at the end of each day.

#### Lunches

- Year groups will eat lunch at the same time, in their bubbles.
- It is impossible for us to follow the guideline and accommodate all those wanting hot school dinners (based on usual figures) in the school hall. We have explored this every which way but it just isn't possible. We have also explored half the school eating in the hall, but this would mean that we couldn't accommodate indoor PE which we feel is important.
- We can accommodate children from Reception and Year 2 in the hall. All other year groups will eat in their class.
- As children will be eating in classes, we will not be able to offer our usual hot dinner menu. We will offer a combined Caterlink packed lunch menu with some hot items that are easily transferable.
- A sample of the menu will be available on the website come September. The menu offers a meat / fish and vegetarian option each day and includes things such as tuna mayo baguette, roast chicken baguette, cheese salad sandwich, fish finger bap with chips, burger in a bun with wedges etc. Each packed lunch comes with some egg, carrot, cucumber or pepper sticks, a piece of fruit and a biscuit.
- Children in KS2 will need to pay for these via the usual channels but children in KS1 will receive a free lunch, if ordered, as per usual. Any child in receipt of Free School Meals, linked to income, will also receive free lunch.
- If a family is struggling financially and relies on their child having a hot school lunch at school, please contact Anna Mullans so that we can organise food support for your family. We really do not want any child to ever go without.
- Children can of course bring in their own packed lunch from home.

#### Uniform and belongings

- We encourage children not to bring coats (unless cold or rainy).
- We ask that children come to school wearing their PE kit on their PE days. You will be informed of these at the start of term.
- We encourage children not to bring in book bags or rucksacks unless really necessary. If they do bring a rucksack into school, we ask that it is as small as possible. Cloakroom space is tight so the smaller the better.
- The fewest items brought into the building the better.
- Children are required to bring in their own, named water bottles and their own packed lunch.
- Children are encouraged to bring in a healthy snack for break.
- Children are required to wear smart school uniform as per school policy. A reminder that black trainers are permitted provided they are black in their entirety and have no coloured logos.
- Year 6 children, with permission to walk home alone, are able to bring in a mobile phone as per usual. Phones will need to be switched off and placed in trays under designated desks. This means that we cannot guarantee their safety so items brought in are at your own risk.

## Attendance

- If a child is unwell, for any reason, please record their absence via the StudyBug app as per usual school policy. We promote this method of absence recording but, should this be a problem, please call the school office between 8.30am and 9am or send an email.
- It is vital that any child showing symptoms of COVID-19, no matter how mild, must stay at home. These are a new continuous cough, a high temperature or a loss of, or change in, your normal senses of taste or smell. Any child reporting any of these will be sent home immediately.

## Suspected cases

- If a child becomes unwell during the day, they will be immediately isolated in a designated, ventilated space, with a member of staff from their bubble. This member of staff will be provided with PPE.
- Thank you to those who have completed our updated emergency contact form. This must be completed before your child returns to school. It is important that one of your contacts will be able to be at school, ideally within 30 minutes maximum, where possible, should your child become unwell.
- Any child showing signs or symptoms, must be kept at home and self-isolate, as per Government guidance. Self-isolation is for 14 days from the day symptoms started.
- Access to testing is granted for both child and person(s) in contact, if showing symptoms. We ask that those showing symptoms arrange for COVID-19 testing to take place and that the school is informed of results. If results are negative, the child can then return to school. We will need the electronic evidence of this before they can return to school.
- Any child showing any symptoms will be sent home until they have either followed the recommended isolation period.
- Where the child, young person or staff member tests positive, the rest of their class / bubble will be informed and deep cleaning carried out as all those who have been in direct contact with the child, will be required to isolate for 14 days eg the whole bubble.
- The person who tested positive is required to isolate for 7 days. Guidelines recommend that, after 7 days, if symptoms other than cough or loss of sense of smell/taste are present, that self-isolation continues.
- All other household members, or bubble members, who remain well, must stay at home and not leave the house for 14 days. The 14 day period starts from when the first person became ill.

## Wellbeing

- Some children may struggle returning to a structured school environment after so much time off. We have planned a range of transition and wellbeing lessons. We will also carry out a range of daily activities in addition to our usual positive affirmations, meditation, prayer, use of worry box etc. There are also a range of tools to support wellbeing on the school website. The first two weeks in school will be devoted to transition and then, in following weeks, other transition and wellbeing work will be woven into the school day.
- We ask that, you start to discuss what to expect when in school with your child. Your child will have received a video from their new class teacher to welcome them and it was great to see children at the book collection as they were able to familiarise themselves with lining up socially distanced etc. It would be helpful for you to discuss all the above and explain that whilst some of what we do might seem different to what is seen out of school, it is what is needed in schools. We have a welcome session on Sunday 23<sup>rd</sup> August too which we hope will help the children prepare for their return (see newsletter dates or website for more details).
- It is no longer possible for the children to return to their old class teacher on their first day of term but their old class teacher will pop by to say hello, from a distance.
- On their first day back in September, children will be with their new class teacher.
- Our school counsellor has been working with children, virtually, throughout our time away from school. If you feel your child would benefit from virtual school counselling, please contact Anna Mullans to discuss a referral.

## Clubs

- We are hoping that some before school and after school provision will be on offer, come WB 14th or 21st September.
- Breakfast and after school clubs can only operate if children are separated into their bubbles and, if there are children from different bubbles, these must be distanced. This impacts staffing wise and space wise. With this in mind, many clubs will not have capacity to operate.
- We have not yet heard back from all outdoor club providers, but are currently in talks with Starfish, The Outdoors Project, RMA football and David Ince Tennis, all of whom have noted interest in offering some after school provision. Once we know more, we will let you know but this might not be until early September. In the meantime, I would plan alternate provision where possible. Providers are still working on their risk assessments and what is and isn't viable. I would imagine that any after school clubs offering services, will be have reduced numbers so would ask that, should they be offered, you only use them if they are absolutely necessary eg if you are working and would struggle for childcare. For now, we will not offer any indoor after school clubs, other than Starfish, but this will be reviewed once we are back at school. Breakfast Club is school run and we would like to offer this provision. That said, we have to follow the firm guidelines set for schools as per in the usual school day eg no bubble cross over, social distancing etc. If this goes ahead, we would not be able to offer a drop in service and we would ask that spaces are booked, and paid for, in advance, per each half term. Once we have an indication of potential take up numbers, we would then see what we could organise bubble wise. We imagine that capacity would need to be capped at 20, therefore spaces for all might not be guaranteed. If there is too much demand, we would prioritise children of key workers first. If breakfast club is something that you would need to use, please contact the school office, with the following information, by 9am Wednesday 22nd July. Name of child, new year group, 7.30am or 8am start, if key worker or not. If it is possible to open this club, children recorded by Wednesday 22nd will be given priority and spaces will be given on a first come, first served basis. Or, if staffing is more of a challenge we may have to offer the club on a bubble basis. We will record all details and let you know the outcome in September. Breakfast club would not start until WB 14th September earliest but possibly WB 21st September.

## Specialist provision

- We are still finalising plans for our specialist teachers but it is likely that most will continue to go ahead, albeit virtually.
- Mr Buggy is able to physically teach all bubbles as he can do so distanced so sports will continue as usual.
- Mr Burns (Art), Mrs Marchant (Computing) and Mrs Tubb (Music) will lead two face to face sessions with children and then offer others via live streaming / lessons with some others. More to follow on this.
- Forest School will take place as usual for Reception and Year 1 as each of their bubbles has a trained Forest School lead. Other year groups will still receive theirs but again, the leads will be distanced.

## Many thanks for your support and understanding

Please say hello to your child and remind them that we are looking forward to seeing them. This may seem like a lot of changes but those in Reception, Year 1 and 6 who are currently in school report how much the children have enjoyed their time and how swiftly they have adapted to the new normal. We currently have a school full of happy children who are enjoying learning, being with their friends and being back in a routine.

I would like to take this opportunity to say a huge thank you to our staff who have worked above and beyond to ensure that we are ready and able to welcome back all children. This includes coming in during their summer holidays to help move furniture and get classrooms ready, receive extra briefings as well as offering transition sessions.

As ever, we are always here if you need anything at all. We look forward to seeing you soon. Please keep staying alert and thank you, as ever for your ongoing support and kind emails.

Many thanks. Rachel Breen (Headteacher)

