



**08 June 2020**

Dear Parents/Carers,

You have indicated to us that you wish your child to return to school following the phased re-opening of schools from 15<sup>th</sup> June 2020.

In order to ensure a safe and smooth return to school and efficiency of the procedures in place, we have decided to introduce a phased return to the school across the week with Year 6 children returning from 15<sup>th</sup> June, Year 1 children returning from 16<sup>th</sup> June, Reception children returning from 17<sup>th</sup> June and Nursery children returning from 18<sup>th</sup> June.

Your child will be in:

**Year 6 Group A taught by Mr Anderson in the Year 4 classroom.**

Initially, our focus as children return, will be to work closely with them to offer reassurance, discuss their thoughts, feelings and experiences, answer their questions as well as ensure they understand any new rules and procedures.

Your child should not, in most cases, notice a huge difference in the building. Classroom desks will be set out individually rather than in group tables and some equipment might have been removed. There will be no tape restricting access around the building, although tape markers will be placed along the corridor floors to aid the children – children will be closely supervised at all times and made aware of what they are and are not able to do.

A walkabout video showing the building set up (minus corridor floor markings) can be found in the news section of the school website.

#### **Procedures for dropping off and collecting children**

Year 6 Group A drop off time is 8.45am and pick up time is 3.00pm via the Uppertown (carpark) entrance. Children will enter and exit the building via the usual KS2 entrance and line up next to one of the green cones in front of the entrance ready to go into school/be collected.

Where possible, only the child accessing the school and one adult should access the school site, however we understand that some parents may need to bring other children with them and we expect that these children also observe the necessary social distancing protocols and are not allowed to move freely around the site.

Once your child has lined up outside the entrance and is preparing to enter the building guided by their group teacher, parents/carers should leave the school site immediately. If your child sometimes finds leaving you a challenge, please be aware



that members of staff will not be able to take a child from you, but will be able to approach the child if they are on their own to reassure and guide them into school.

There will be no need for parents to open and close gates on the site. All gates on the school site will be closed by a member of staff following all children being dropped off/ picked up from school.

Pupils will be encouraged to wash their hands or use hand sanitiser whenever entering or exiting building throughout the day and parents are advised to ensure that pupils wash their hands when they return home.

Please note: climbing frames are not to be used before, during or after school hours.

### **Items children will require**

Children are required to come to school in clean clothes each day and therefore should come to school in casual clothes which are suitable for the weather and for physical activity. Children will need to bring a coat even if the weather is warm in case it rains. On particularly warm days, we would advise that children also bring a sun hat and that sun cream is applied before they come to school. Sun cream will be available in school if reapplication is required throughout the day which will be carried out by the child guided by a member of staff. The only other objects children will need to bring are a water bottle and a lunch bag if they are bringing their lunch from home. These items will be disinfected upon arrival in school and will be sent home each day to be cleaned thoroughly. We would like to limit items brought into school and therefore request that school bags are not sent into school.

We would be grateful if any school reading books you have at home are returned to school in a plastic carrier bag on the child's first day back at school – these will be isolated/disinfected as appropriate so that they can eventually be returned to the school library.

### **If a child becomes unwell**

We would be grateful if parents/carers monitored their child's/family members' health carefully and regularly report any symptoms of COVID 19 that their household may have to the school.

Where children or a member of their household displays symptoms of the coronavirus, parents/carers should follow the [Stay at Home](#) guidance.

Pupils and Staff displaying symptoms will **not be** permitted into school until a [7/14-day isolation is completed](#).

Where a child might start showing signs of symptoms in school, they will be transferred to an isolation room and parents will be contacted immediately. The child will remain in the isolation room, carefully supervised, until they can be collected. Isolation procedures will also be in place for members of staff who show signs of symptoms whilst in school. All parents will be contacted with any required information and guidance should this happen.

### **Absence from School**

Attendance procedures for those children returning to school will resume and parents/carers should contact the school to inform us that their child will not be in



school that day and provide a reason. If a child we expect to be in school is absent, office staff will contact parents as per the usual procedure.

### **Visitors to the school**

In order to promote social distancing and limit contact, only essential visitors e.g. for health and safety reasons, will be allowed into the school building and will be carefully supervised throughout their visit. Parents will not be allowed into the school building and should phone or email the school if they would like to contact us.

Procedures put in place will be monitored carefully on a daily basis and any changes will be communicated to parents if and when necessary.

We hope that this provides you with all of the necessary information and look forward to welcoming your child back to school.

Thank you for your continued support.

Yours sincerely,

*S. Kitching*

S. Kitching  
Headteacher

