



Edenfield C E Primary School

20th May 2020

Dear Parents and Carers,

Thank you for responding to my previous letters so that we can gain a better understanding of how many families will require school places from 1st June 2020. We understand that this has not been an easy decision for you to make and we offer our full support to both those who return to school, and to those who opt to remain at home for now.

We have clear plans and risk assessments in place for the conditional reopening of school on 1st June and I would now like to share the new procedures, groupings and staffing arrangements. Please refer to the newsletter dated 15th May for the summary of the main protective measures that will be implemented as part of the reopening. I can guarantee that these measures will be followed rigorously and consistently. The school behaviour policy also now has an additional appendix which includes the changes to the daily routine for children and this will be published on the website in due course. Should there be any change to Government advice around the partial reopening of schools, we will notify you immediately.

Groupings

As this letter will be published on the website, you will be contacted individually by the end of the week, by text, to inform you of the class bubble or group your child will join. At this time, the average group size is 11 pupils but may be subject to change over the next couple of weeks. Group sizes will NOT exceed 14 and are likely to be much smaller. Different groups of children will not mix during the day or on subsequent days but remain in their class 'bubble'. For the most part, the same teachers and support staff will be assigned to each class bubble and these arrangements will remain the same throughout the day, and on subsequent days. As a result of the new groupings, your child may not be taught by their class teacher but all groups will have familiar members of staff in their bubble.

Year Reception

Bubble 1 based in Class Reception: Mrs Hope, Mrs Murphy, Miss Booth

Bubble 2 based in Class 1: Miss Harris, Mrs Morris, Mrs Porter

It is particularly important that small groups of children are kept in their 'bubble' and larger groups do not mix in the EYFS environment. The outdoor area will be used as much as possible (with high-risk areas such as the sandpit out of use) but social distancing rules will be followed and children will be closely supervised by a member of staff at all times.

Play equipment will be carefully selected and cleaned thoroughly throughout the day, and school will ensure that multiple groups do not use equipment simultaneously. All soft furnishings, soft toys and toys or games that are hard to clean will be removed until further notice.

Year 1

Based in Class 2 and Class 3 (two interlocking rooms to provide additional space)
Mrs Ashworth, Miss Greenhalgh, Mrs Charles, Mrs Blake
(Currently, there is only one Year 1 bubble)

Year 6

Based in Class 4 (due to its larger size and direct access to outside) and with additional sole access to Class 6
Mr Holt, Mrs Higgins
(Currently, there is only one Year 6 bubble)

Key Worker Groups

KS2 based in the hall
KS1 based in the dining room
Mrs Hartley, Mr Cartridge, Mr Lindo

Procedures for the start and end of each day

Unfortunately, until further notice, parents will not be allowed to access the main school grounds. To minimise gatherings at arrival and collection times, the school will operate staggered start and finish times. Families with siblings will be considered as part of this plan. Where pupils need accompanying to and from school, only one parent should attend. Any parents or carers showing symptoms of coronavirus must **NOT** enter the premises.

The front gate, near the main steps, will be supervised by a senior staff member to ensure very small groups are on site at any one time so that social distancing can be followed.

Parents are requested **not** to use arrival times to pass on messages to teachers, as congestion must be avoided at all costs. Messages for teachers must now be communicated by telephone to the school office who will pass these on promptly.

Arrival

Year Reception

Pupils should be taken to the EYFS gate between 8.45 and 9am. Parents should not arrive before this time to avoid queues at the gate. No parent will be allowed on the premises before 8.45. The EYFS gate will be opened by Mrs Hope at 8.45am to provide access to pupils who will go straight to class. Parents **MUST NOT** enter the school grounds via the EYFS gate. Children in bubble 1 will enter via the conservatory and pupils in bubble 2 will enter via the main corridor entrance and walk to Class 1.

Year 1

Year 1 pupils should be taken to the gate next to main reception (normal entrance) between 9am and 9.15am; they will enter the building via the Class 2 door to access their classrooms. A member of the Year 1 team will supervise the gate and lock the gate at 9.15am prompt.

Y6

Pupils should enter via the double gates on East Street between 8.45 and 9.00am. A teacher will supervise this area to ensure the safety of the children who will enter school directly via the Class 4 external door. The East Street gates will be locked at 9.00am prompt.

Key Worker Pupils

Pupils should be taken to the front door (EBASC and Y5 door) between 8.45 and 9am for access into school. Pupils will sanitise hands on entry, supervised by a staff member and then go straight into the hall and dining room which will operate a clear one-way system.

Late Arrivals

Late arrivals should be taken to the main reception, knock and wait for access.

Collection

A member of staff will supervise the main entrance next to the steps. Parents will be given access to their designated collection points in **very** small groups and should wait on the paths using the markers, at least 2m apart.

Year Reception

Pupils should be collected from the EYFS gate between 3pm and 3.30pm.

Year 1

Pupils should be collected from the gate next to the main reception between 3pm and 3.30pm.

Year 6

Pupils will be dismissed from the Class 4 external door at 3.15pm and leave the premises via the East Street double gates. Parents may wait on East Street and a member of staff will also supervise this area to ensure the safety of the children.

Key Worker pupils

Key worker pupils can be collected via the EBASC front door between 3pm and 3.30pm.

Playtimes

These will be staggered throughout the morning and over the lunchtime. Only one year group, or key worker group, will be playing outside at any one time and they will be separated into their bubbles by playing in different areas, for example, one group on the yard and one group on the field. All groups will play on the field regularly over the course of the week.

Lunchtime

Children will eat in sittings in the dining room and hall with a maximum of fourteen children in each space (these numbers are much smaller at the current time). For those children who have a school lunch, there will be a reduced menu with two options – one hot and one cold. Children will pre-order their lunch in the morning and then the welfare staff will serve the meals individually in the dining room and hall to avoid queues at the hatch. Lunchtime play will follow the same framework as for playtime (see above) with only one year group playing outside at any one time in different areas. Welfare staff will work on a shift basis to ensure close supervision of different groups.

P.E.

A whole school PE timetable will be in place and take place on the yard or field in the groups as listed above. Activities will be selected which support the social distancing rule; the sharing of sports equipment is prohibited.

A timetable to use the various outside areas will also be produced to enable outdoor learning for all groups each day.

ICT

Priority will be given to the Key Worker group who will need to access Google Classroom each day. Laptops will be allocated to each child and they will use the same, labelled machine each day. Equipment will still be cleaned regularly and at least twice daily.

A timetable will be shared for ICT equipment for the rest of the classes. Equipment will be cleaned with the disinfectant spray provided, before and after each use. Laptops and tablets will not be shared during ICT activities.

School Bags and Equipment

As part of the protective measures in school to minimise the spread of infection, children will not be allowed to bring in school bags or reading bags. The only exception are PE kits which should be brought on 1st June, kept in school every day and taken home each weekend to be washed. All pupils will be provided with their own named equipment to use each day and this will not be shared. Pupils should now only bring a water bottle and their packed lunch (if needed).

Online Learning

For those families who opt for their child to remain at home, online learning will continue exactly as before. However, please bear in mind most teachers will be occupied with classes during the day so are more likely to provide feedback at the end of a school day. If parents have any urgent queries or technical difficulties, please ring the school and we will assist.

Extra- Curricular Activities

We regret that due to the restrictions imposed by social distancing, after school activities led by teachers will not take place during June and July.

EBASC

For now, EBASC will continue to provide before and after school care for those families who require this service. The school and EBASC will liaise closely to keep children in their social bubbles. Due to rigorous health and safety planning, staff rotas, and the necessary risk assessments, places can only be given to those families who arrange care with Marie in advance. Should families arrive and request care without prior notice, admission will be refused. EBASC also politely request that they are notified as soon as possible, should a booked place no longer be required. It is also vital that fees are paid promptly in order to ensure this service can continue to be provided during the remainder of the summer term.

We understand that these new procedures will appear very different to the way in which we normally operate as a school. However, I want to reassure you that we will ensure the children are treated with compassion and understanding, and we will help them learn these new systems in a sensitive and caring manner. As always, the school will prioritise the wellbeing of our pupils and we **will** provide a happy and secure environment in spite of these new constraints.

Thank you for your ongoing support and we look forward to seeing you over the coming weeks. Should you require further details, please do not hesitate to contact me, via the school office number or email.

Yours faithfully,

C. L. Garner

C. L. Garner
Headteacher