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Headteacher: Miss L A McGann, BEd (Hons)  
Friday 29<sup>th</sup> May 2020

Chair of Governors: Mrs A Platt

Dear Families,

As you know, we are working towards the safe introduction of some of our children back into school beginning on Monday 8<sup>th</sup> June. Some of you, as key workers, have continued to send your children to school since the lockdown began on 23<sup>rd</sup> March. The aim of this letter is to outline how the provision for children in the Key Worker Group (KWG) will change, beginning on 1<sup>st</sup> June.

Depending on numbers, the children will be divided into two 'Bubbles' of 15, one will be taught by Mrs Kelly in the Y3 classroom and the other by Mrs Sinclair and Miss Browne in the Y4 classroom. Within each 'Bubble' of 15 will be 3 'pods' of 5 roughly based on friendship/year groups.

Once you have informed Mrs Sinclair of your intentions regarding the children, we will be able to issue a time of arrival and pick up time to each pod. This will be staggered by 5 minutes per group. We ask that children in the KWG enter the school site by the main pedestrian gate on Twiss Green Lane or the back gate on Chiltern Road. Children in YR/Y1 and Y2 will be able to enter the school with their parents. Children in all other year groups should be dropped off by their parents at one of the gates. There will be staff on site supervising at the beginning and end of the day. It is important that our younger children observe Social Distancing rules whilst in the school grounds - they must stay by your side and not touch any of the equipment that might be around. (This also applies to younger siblings). Children in the KWG will be entering school through the Y3 classroom door and the external door next to the Y4 classroom. If you are accompanying the younger children, it will assist us greatly if you leave the grounds as quickly as you can, observing Social Distance. Government documents refer to parent to parent contact being a risk factor.

Once in the building the children will be welcomed; they will then be asked to hang up their coats, wash their hands and go and sit in their designated place in the classroom where there will be an activity ready for them to get on with.

The classrooms have been divided into 'zones'. Each pod of 5 will be encouraged to stay within their own zone, which will be marked with coloured tape on the floor. Each child will have a tray of their own resources, pencils, crayons, a rubber and their own books etc on their table. Tables are spaced at least 2 metres apart and no children are facing each other directly. They can keep their water bottle with them too to avoid handling one another's.



Because the children will not be moving around as much, or having PE lessons, we plan to have several playtimes outside each day. Please keep everything crossed for dry weather! Again, children will stay in their pod of 5 and have a designated area to play in. We will provide some play equipment for each pod and this will be sterilised in Milton every evening-only 5 children will have access to the equipment at any point during the school day.

During playtime, children will be encouraged to go to the toilet. This will be supervised by a teacher or teaching assistant on a 'one in, one out' basis. We only have 2 toilets but will designate one for each bubble of 15. You might like to teach the children how to flush the toilet with a piece of tissue so that they are not touching the flush button. We will encourage the use of the urinals because the children don't then have to touch a door or flush. Handwashing at these times will be supervised - they will be singing Happy Birthday all the way through twice - hopefully this is something that they have continued to do at home during lockdown.

Whilst Mrs Kelly and Mrs Sinclair/Ms Browne supervise the children, the Teaching Assistants will be cleaning around surfaces in both classrooms and toilets (using separate kit of course). Anyone cleaning is required to wear PPE and our classroom waste has to be decontaminated for 3 days before we can put it into the bins, double bagged.

Any children who are attending school as part of the key-worker group will be following the same learning pathway as the home-learning in Maths and English. The other learning activities will broadly be the same, but as the children will be working in mixed-age classes, some alterations will be necessary to Science and Foundation Subject work. We will, however, ensure the same skills and learning are being developed in these areas.

The children will not need reading bags or PE kit, but it will be useful to bring a few layers of clothes - please observe weather forecasts. Classroom windows and safe doors will be open all the time for maximum ventilation. It might feel draughty, but at the same time it can get quite warm inside on some days. We would recommend a fleece layer as well as the usual t-shirt and jumper/cardigan and a thin waterproof if you have one. Uniform is a little more relaxed because the priority is that the children have **fresh clothes each day** to prevent cross-contamination.

Lunch is to be served in the classroom (lunchboxes and water bottles are the only items that children will be bringing to school on a daily basis). In the week beginning 8<sup>th</sup> June a packed lunch will be provided by school for the children in Reception, Y1 and Y2 but of course you can send in your own if you prefer. The same 3 adults will supervise the children, giving each other breaks. Each group has its own mini staffroom and designated toilet so that adults are also staying in 3 distinct bubbles and not mixing.

Children in the KWG will be able to stay in school until their allocated finishing time. Children in the other groups will be going home after lunch. I will be running a Film Club for children in this group on a Friday afternoon, as the teachers will be having their preparation, planning and assessment time and of course, we will be deep cleaning all the classrooms.



If any child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

Children and staff in that bubble are expected to stay in school unless the person tests positive for COVID-19 - at that point they should be asked to self-isolate in line with the guidance and if they become symptomatic they can book a test online.

The most common symptoms of COVID-19 are:

- fever
- dry cough
- rash on skin
- tiredness
- aches and pains
- nasal congestion (some people describe normal cold symptoms of a runny nose)
- headache
- conjunctivitis
- sore throat
- diarrhoea
- discoloration of fingers or toes

These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms. (World Health Organisation)

I will be sending you a video of how the new look classrooms will look – we hope that you will find time to watch the video with your child and discuss the changes. In July the plan is to welcome all the children back to school. If this is to go ahead, clearly a different set of systems will need to be in place.

Finally, thank you for all your patience and support during this time.

Yours sincerely,

*Lesley McGann*

