Dear Parents/carers,

This letter is aimed at parents who are critical workers or parents whose children have been using our childcare provision over the past 9 weeks, as well as the parents of Nursery, Reception, Y1 and Y6 pupils. However, we have sent it to everybody, so that everybody has up-to-date information.

I have met with other trust leaders, the CEO and Trust Board and the leadership team over the past few days to formulate plans and risk assessments in response to the government’s recent school announcements. I am now in a position to share our plans for the week beginning 1st June. We will evaluate and review as we go along, and make necessary changes, keeping you informed on a week to week basis.

Summary of Re-Opening Plans:

- Staploe Education’s Trust Board have decided today that the conditions have been met for the safe opening of our schools.
- We will work up to a maximum capacity of 166 children, under current social distancing guidance and given all staff being available.
- The intake will be phased, after some transitions sessions where children will meet their bubble and practise the routine of coming in and out of the building.
- Parents/carers do not have to accept any place offered for their child and there will be no fines issued.
- Children will be in groups of between 8 - 10 pupils depending on classroom size. None of these groups will interact with each other during the school day.
- All children will be supported and will follow the same curriculum whether they are learning at home or in school. Developing home learning remains a key focus for the school. The majority of children will continue to learn at home and be supported by home-working staff.
- NB: Government and LA advice is changing daily and any detail may change at any time.

Rationale and Further Detail

Whilst the government has published its aspirations for this re-opening, based on the infection rate continuing to fall, it has been made clear that the ultimate decision on whether we believe it is safe to open falls with the Trust. Over the last seven weeks staff have been working hard to support key workers and vulnerable children. We are now ready to expand this support to as many families as we can, whilst ensuring we follow guidance for children and staff.

Our first priority will continue to be to provide places for the children of critical workers and vulnerable pupils. The Government has proposed that any phased re-opening would prioritise Nursery, Reception, Year 1 and Year 6 pupils.

Year Group Organisation

Current Government guidance is that schools manage the increase in pupil numbers by having classes of no more than 15 pupils. They acknowledge, however, that 15 children per class may not provide enough space for social distancing. As such, we have calculated that we would need to initially limit our groups to 8-10 pupils depending on room size. This will, at least in theory, allow for social distancing if assessed by square meterage. Further government advice includes retaining these as permanent small groups, with a specified adult. Groups, this includes children and adults, will not be allowed to interact with each other during the day, including at playtimes and lunchtimes, which will be staggered.

Parents will have to provide packed lunches; children who are entitled to the Universal Free School Meals (Years Reception to Year 2) and Free School Meals will be offered a school packed lunch. Families at home entitled to FSM will continue to receive vouchers directly through Edenred. All children will need to have their own water bottles in school.
Our maximum capacity is 170 children. This number will not increase unless the Government Guidance on social distancing is altered to reduce the social distancing from 2m. Following current government guidance about the return of workers, a small number of our staff will continue to need to work from home; their role will be to manage the home-learning for the children who are not back at school. Staff who show symptoms or live in a household with anyone who does, must self-isolate until they have been tested and cleared, so some contingency has been built into our plans, although this is limited.

What may affect this numbers?
- Parents/carers of prioritised groups choose not to take up a place for their child
- Availability of staff
- Government workplace guidance over social distancing changes

Following the results of the second survey sent to Nursery, Reception, Year 1 and Year 6 families, we are almost at capacity. Further places will be offered on a case by case basis.

The Phased Return

This phased plan aims to incorporate all four year groups week commencing the 8th June, with the phased return beginning on the 3rd June.

<table>
<thead>
<tr>
<th>Mon 1 June</th>
<th>School closed unless Key Worker children require childcare</th>
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<tbody>
<tr>
<td>Tues 2 June</td>
<td>Key worker/vulnerable children all day</td>
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<tr>
<td>Wed 3 June</td>
<td>Key worker/vulnerable children all day</td>
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<tr>
<td></td>
<td>Reception stay and play hour 8:50am – 9:50am</td>
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<tr>
<td>Thurs 4 June</td>
<td>Key worker/vulnerable children all day</td>
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<tr>
<td></td>
<td>Nursery stay and play hour 9:00 – 10:00am</td>
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<td>R half day only, including lunch 8:50am – 1:15pm</td>
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<tr>
<td>Fri 5 June</td>
<td>Key worker/vulnerable children all day</td>
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<tr>
<td></td>
<td>N sessions as requested (up to 30 hours)</td>
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<tr>
<td>Mon 8 June</td>
<td>Key worker/vulnerable children all day</td>
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<td></td>
<td>R All day 8:50am – 3:10pm</td>
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<td></td>
<td>Y1 half day only, including lunch 9:00am – 1:15pm</td>
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<tr>
<td>Tues 9 June</td>
<td>Key worker/vulnerable children all day</td>
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<td></td>
<td>N sessions as requested (up to 30 hours)</td>
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<tr>
<td>Wed 10 June</td>
<td>Key worker/vulnerable children all day</td>
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<tr>
<td></td>
<td>N sessions as requested (up to 30 hours)</td>
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Planning and preparation for staff

- Y1 ‘Meet your Bubble’ hour 9:00 – 10:00am
- Y6 ‘Meet your Bubble’ hour 9:10am – 10:10am
- Y6 morning 9:10am – 12noon
- Y6 all day 9:10am – 3:30pm

If at any point, we do not feel that we are able to manage pupils retuning full time, or need to revisit the risk assessment we may alter the phased return planned above.

As we have limited spaces, it is very important that the groups are consistent and that only those who are able to commit to their children taking up full-time places do so. We recommend that parents take up places for their children on a full-time basis, unless their child requires a slower transition, to enable the curriculum to be taught consistently. Due to the limited spaces, we will not be able to accommodate siblings outside of the recommended year groups.

In order to ensure we are following Government guidance, these exceptional measures will be in place:
- A ‘class bubble’ will be created with a group of children, a teacher and where needed a teaching assistant
Transition sessions will introduce the children to the adults and their peers in their bubble.

In cases where staff are absent, we may have to cancel provision for that bubble for that day.

A ‘class bubble’ will remain in one classroom space for all sessions and will eat their lunch in that room. Visits to the toilet will be carefully managed to ensure distancing and good hand hygiene.

All children will be required to bring a packed lunch unless entitled to Free School Meals or the Universal Free School Meals (Reception to Year 2 pupils).

Our STEPs approach to managing behaviour will remain in place. However if behaviours cause an increased health risk (for example spitting, repeated disregard of social distancing rules, pupils not staying in their class bubble) we will discuss with parents/carers if their child can manage in the school environment, under current circumstances.

There will be a staggered entry and exit to and from school. Pupils will wait outside their classroom door (or the Year 5 fire doors/hall doors for years 5 and 6), maintaining their 2m distancing. They will be welcomed in one-by-one to enter and wash their hands.

Pupils must only be accompanied by one adult from their own household and all parents/carers must respect the one-way system around the school site.

Parents/carers should check their child’s temperature before they come on to the school site (a hand on the back of the neck at home will help you know if your child has a fever). If a child, or anyone that they live with, has any of the symptoms related to COVID19 they must not be sent to school.

At present, we will not be able to accept children attending other settings (before and after school clubs/childminders) because of the increased risks around children mixing in other ‘bubbles’.

The main protection for staff and children is through maintaining the same small contact group. It is therefore extremely important that families act responsibly with regard to social distancing measures outside of the school premises. If a family are not following the government guidance regarding social distancing, I may decide that we cannot continue to offer your child(ren) a school place because of the increased risk to staff and pupils.

Those parents/carers who do not believe it is safe to send their child back to school yet are not obliged to do so; it has been confirmed that no family will be fined for non-school attendance at this time.

**Education**

In school, pupils will access the same learning as the home learning. Pupils will work calmly and independently or in small groups. Learning will become increasingly bespoke moving children on from what they already know, can do and understand. Teachers will take the opportunity of working with small groups to make assessments of pupils’ learning (through teacher observation, learning discussions, pupil self and peer assessment as well as short assessments tasks). The information gathered from these assessments will help teachers to plan and modify the learning, pinpoint strengths to be built upon, identify learning needs to be swiftly addressed and provide teachers with next step information that can be shared with parents/carers. When pupils have secured learning and been able to apply it to different contexts, they will be challenged or taught something new that builds on this prior learning.

Teacher will be giving children verbal, personalised feedback about their learning. Staff will avoid touching the children’s books.

Reading books will be stored in classrooms (children won’t be visiting the library). Once a child has read a book, it will be returned and put into storage until the chance of the infection being carried via paper has reduced (4-5 days) before it is offered to another child to send home.

**Early Years**

As per the DfE guidance, we do appreciate that children, especially the younger ones will not be able to consistently stay 2m away from each other. Early Years staff will support children to understand the new school routines and provide an environment that supports individual play.

**Friday Planning, Preparation and Assessment Time**

Friday afternoon will be the statutory time for teachers to complete their planning, preparation and assessment time. This cannot happen as usual, because the guidance advises us not to mix staff between groups of children – our PPA
staff will not be able to cover teachers for PPA time at present. Instead we will close after Friday lunchtime (from 12:15pm) to enable staff to have their planning time. TAs will support the school to offer childcare to key worker families that cannot collect their children early.

The number of keyworkers on a Friday is a lower number which is why we feel that is the best day as a half day. Teachers will meet virtually to evaluate the week, to discuss pupils’ emotional and academic needs, and to make necessary changes to the upcoming week. It is likely that we will need to amend risk assessments too. Teachers will also meet to see how the week is going, and to liaise with colleagues who are teaching their usual class.

**School organisation**

Only ONE parent/carer can drop off and collect each pupil. At drop off please settle your child in to a line outside of the classroom and vacate the playground in good time to avoid people congregating. We appreciate that the older children may walk to school on their own; they must adhere to the expectations and line up where they have been asked to. Children are not allowed to run around and play on the playground before or after school. The class bubble teacher will be waiting to welcome each pupil. At pick up, please line up on the markings and your child will come to you from their designated door.

If your child becomes upset, we will do our utmost to reassure and support them. However, because of the social distancing expectations, if they are too distressed it might be decided between parents and staff that they return home with you and try again the next day.

**Staff in class bubbles**

Children will not necessarily be taught by their usual teacher. We will need to be flexible with regard to staff illness, staff family illness, staff childcare, and other unforeseen circumstances. Each group of children will have a lead adult supported by teaching assistants. Class bubbles will contain a maximum of 10 children. Adults will ensure that children (and themselves) maintain good hygiene practices.

**Wrap-Around Care**

The Government guidance states that we should minimise contact between groups of children and staff. Therefore children should attend just one setting and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends. With this in mind, we won’t be allowing children to take up their school place if their children are using another setting e.g. childminder, before or after school club.

After reading the plan, I am hoping that parents have a clearer idea of what school will be like. We will ensure that there are photographs available on the school website so that parents can prepare children before their return. School staff will make contact with all families that have asked for a school place tomorrow and share further details.

Yours sincerely

Mrs L Radcliffe
Headteacher