Dear Parents/carers,

We are so pleased to be welcoming your children back to school in September.

I have met with other Trust Leaders, the CEO and Trust Board and the leadership team over the past few weeks to formulate plans and risk assessments in response to the government’s guidance for schools’ full reopening. I am now in a position to share our plans for the week beginning 7th September 2020.

We will evaluate and review as we go along, make necessary changes and communicate these regularly with you. It is vital that parents/carers keep an eye on emails from the school to ensure that you receive any updates during the summer.

**Rationale and Further Detail**

The government have communicated its expectations for the whole school re-opening. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and the government are clear about the measures that need to be in place to create safer environments within schools.

Over the last few months, staff have been working hard to support key workers, vulnerable children and those in Years Nursery, Reception, Year 1 and Year 6. We are now ready to expand this support to all of our families.

Our priorities will continue to be the safety, well-being of pupils and staff and delivering the curriculum/addressing gaps in pupils’ learning.

**Class Organisation**

The key protective measure can be achieved through keeping groups separate, in ‘Class Bubbles’, and through maintaining distance between individuals.

- Class sized ‘Class Bubbles’ will be in place across the school
- Children will only mix, in school, with other children in their ‘Class Bubble’
- ‘Class Bubbles’ make it much easier to track, trace and prevent the spread of infection
- Children will remain in their ‘Class Bubble’ throughout the school day, including lunchtimes and breaks
- Equipment and resources will be kept within Class Bubbles” and will be cleaned between each use
- Within ‘Class Bubbles’ children will be encouraged to minimise contact with other children wherever possible
- All parents of children within a ‘Bubble’ will be informed if a ‘Bubble’ member develops symptoms. The ‘Class Bubble’ will remain open until a test result has been established
- If a member of the ‘Class Bubble’ tests positive for Coronavirus then the ‘Class Bubble’ will be closed
- If a member of a ‘Class Bubble’ tests positive for Coronavirus Public Health England will be consulted and all ‘Class Bubble’ members informed to self-isolate for 14 days. Their siblings and family members do not need to self-isolate, unless Coronavirus symptoms develop in which case a test would be needed and family self - isolation put in place until the result established. Please see the Test and Trace flow chart attached.

**September First Week Transition**

We have planned a slower than usual, phased return to school (the transition timetable is attached to this email). We appreciate that this may be inconvenient for some families but it is vital that we introduce the whole school back slowly. With so many families using the school site, we want to ensure that we manage this first week back carefully and sensibly. A slow transition will allow us:
time to reflect and review the safety measures that we have put in place and make changes where necessary

- give children time to settle back into school (many having had 6 months away)
- support parents/carers to understand the new drop off/collection arrangements

During the first morning, we will provide an opportunity for the children’s previous teacher to come and see them, celebrate the end of the previous year and welcome them back to the new. Where their teacher is not available, support staff or senior staff will fulfil that role.

If at any point, you do not feel that your child is managing returning full time then it is really important that you talk to your child’s class teacher and/or Year Lead so that we can devise a plan to support your child further. Where parents/carers have worked with school on a slower transition, there will not be sanctions for low attendance.

Start and End of the Day

Drop off and pick up times will be staggered for different “Class Bubbles” to allow for and encourage social distancing of children and parents.

Only one parent/carer will be permitted on site during drop off and pick up. The current one-way system around the school playground will remain in place, to minimise contact and ensure social distancing for all on the school site.

Drop off and Pick Up Times from Monday 14th September 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 – 8.40</td>
<td>Class A Drop Off</td>
</tr>
<tr>
<td>8.40 – 8.50</td>
<td>Class B Drop Off</td>
</tr>
<tr>
<td>8.50 – 9.00</td>
<td>Class C Drop Off</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.50 – 3.00</td>
<td>Class A Pick Up</td>
</tr>
<tr>
<td>3.00 – 3.10</td>
<td>Class B Pick Up</td>
</tr>
<tr>
<td>3.10 – 3.20</td>
<td>Class C Pick Up</td>
</tr>
</tbody>
</table>

(Please check Newsletter 17th July 2020 for your child’s class name i.e. A, B or C)

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.

Pupils in Nursery, Reception, Years 1, 2 and 3 will enter school via their classroom door. Year 4 will be allocated a specific door to enter and Year 5 and 6 will queue in the playground (at the back of the playground to avoid the traffic of parents). Please see the map attached to this accompanying email to understand where your child(ren)’s drop off and collection points are.

Out-of-School Provision

The government have relaxed the regulations on children being in more than one setting. Therefore, we will welcome children who are attending other settings (before and after school clubs/childminders). However, the government expect parents and schools to ensure that they are satisfied that they are following the government guidelines. We will be asking to see risk assessments from the providers and have already been working with Willows and Little Wombatz.
The Breakfast Club that we run in school, for invited children, will be running as usual from the 7th September. We will organise the children into very small, consistent ‘Bubbles’ that will be kept at a distance from one another, if they are not in the same ‘Class Bubble’.

Risk Management

Extensive work has gone into risk assessments for September. These will be ratified by the Trust Board, once they are finalised. Draft plans have been shared but we are awaiting further government guidelines before they are finalised. NB: The government will be reviewing the advice to schools on the 11th August so detail may change. We will do our utmost to communicate any changes with parents. This is most likely to be via email and our social media pages.

In order to ensure we are following government guidance, these exceptional measures will be in place:

- A ‘Class Bubble’ will be created with a class of children and their teacher
- The transition sessions will introduce the children to the adults and the peers in their ‘Class Bubble’, will provide an opportunity to share the new school expectations
- 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 with pupils from other ‘Class Bubbles’ and good hand hygiene. We will assign one toilet per ‘Class Bubble’ so that we know which children have used the facilities
- The kitchen will be providing a full menu of hot and cold options. Meals will be delivered on separate plates for each child, to the classrooms
- Our STEPs approach to managing behaviour will remain in place. However if behaviours cause an increased health risk (for example spitting, pupils not staying in their ‘Class Bubble’, repeated disregard of the new school expectations) we will discuss with parents/carers if their child can manage in the ‘Class Bubble’ environment, under current circumstances
- There will be a staggered entry and exit to and from school
- Pupils will enter school, hang their belongings in the cloakroom and then wash their hands
- In order to reduce items coming inform home, we will ask all children to come dressed in their PE kit on their designated PE day. PE days will be communicated on the first day back.
- Pupils must only be accompanied by one adult only 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
- Staff working across more than one ‘Class Bubble’ (Teaching Assistants, the sports coach or cover staff) will adhere to social distancing measure and keep themselves at a greater distance from the children and other staff

The main protection for staff and children is through maintaining the same 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 we will make contact to discuss.

Education

We have put together a Recovery Plan for September that addresses how we will support children to catch up with their learning and address any learning that was missed, this will include procedures for assessing children’s wellbeing.

Staff will be making careful assessments of the 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.

Reading books will be sent home as usual. The only difference is that 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 take home.

Children in the same ‘Class Bubble’ are allowed to share resources, although we will give the children many of their own resources to use consistently. As we are limiting items brought into school from home, please do not send children to school with pencil cases or other learning resources, we will provide all of this.

**Early Years**

As per the DfE guidance, our youngest children will not be expected to distance from each other. However, Early Years staff will support children to understand the importance of good hand hygiene, new school routines and provide an environment that supports individual play where they can.

**Planning, Preparation and Assessment Time**

Teachers planning time will return to the usual PPA arrangements. Cover staff will come into the classrooms to allow the teachers this time together therefore school will not be closed on a Friday afternoon as it has been recently.

**Snack and Lunches**

The Fruit and Vegetable scheme will be reinstated from September, meaning that all Early Years and Key Stage 1 children will receive a free piece of fruit or veg for their snack.

**All children will need to have their own water bottles in school.**

We are also pleased to announce that we will be able to provide hot meals again from September. All children will eat their lunch in their classroom. Chartwells will ensure that hot meals can be delivered to classrooms, in sealed containers that will go through the dishwasher at the end of the lunch period. Pupils entitled to the Universal Free School Meals (Years Reception to Year 2) and Free School Meals will be offered meals as per usual.

After reading the plan, I am hoping that you have a clearer idea of what school will be like in September and will therefore be able to help prepare your children for their return.

Yours sincerely

Mrs Lisa Radcliffe
Headteacher at The Weatheralls Primary School
Director of Primary School Improvement