



The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future

The purpose of the Federation of the Church Schools of Shalfleet and Yarmouth is to educate children in an atmosphere of Christian love where all achieve the very best they can, now and throughout their lives

Headteacher Shalfleet and Yarmouth: Mrs Elizabeth Grainger BEd English (Hons)

A University of Chichester
ITT Partner School



21st May 2020

Dear Parents/Carers,

We greatly appreciated the support of parents in Reception, Year 1 and Year 6 in completing the attendance questionnaire sent out earlier this week. We fully understand if you needed more information in order to complete this. Now we have some of this information, we have been able to plan our staffing and put safety measures in place in preparation for the return to school for particular year groups.

This letter will set out the measures we have put in place to keep pupils and staff safe whilst they are at school. It will also detail our response to the curriculum and outline the support we will have in place for the year groups/children unable to return.

Please read this letter carefully, as there are changes to the operational running of the school that you will need to be aware of in order to support us.

We expect to open to Reception, Year 1 and Year 6 from the 1st of June.

Year Group:	Return Date From:
Key Worker/Vulnerable Children	Ongoing
Year 6	1 st June
Reception	1 st June
Year 1	1 st June

Then, once back at school, we are going to be operating a reduced timetable to allow a deep clean mid-week in addition to the daily cleaning routine.

Monday	Tuesday	Wednesday	Thursday	Friday
Key Worker/Vulnerable Children Year 6 Year 1 Reception	Key Worker/Vulnerable Children Year 6 Year 1 Reception	Key Worker/Vulnerable Children	Key Worker/Vulnerable Children Year 6 Year 1 Reception	Key Worker/Vulnerable Children Year 6 Year 1 Reception
Daily Cleaning	Daily Cleaning	Deep Clean	Daily Cleaning	Daily Cleaning

If we are expected to open to all year groups in the coming weeks, please anticipate a change to the timetable and staffing arrangements. It will be exceedingly difficult to have all year groups back at the same time; as we do not have the staffing capacity or classroom/outdoor space at either school in the Federation.

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Staffing

I would like to take this opportunity to thank all members of staff for their hard work and commitment to the Federation during this time. As we return to school, there are a few members of staff who are shielding due to receiving a letter from the Government – they are very disappointed to not be coming back with the children.

Therefore, your child may have a different class teacher from the 1st June. Please look at the attached staffing timetable for more information. I extend my thanks to the members of staff who are going to teach a different class – I am sure they will thoroughly enjoy it. We respectfully ask parents to trust that their children will be well cared for by all members of staff.

Key Worker/Vulnerable Children

We want to take this opportunity to thank all the children who have been attending school over the last few weeks. The children's behaviour, care of one another, enthusiasm and joy has been wonderful to see. Each and every one of them has demonstrated our school values of Respect, Determination and Relationships – well done!

Now the schools are potentially going to be opening to other key year groups, we feel it will be time from the 1st June 2020 to split the Key Worker/Vulnerable Children back to their own school. We will ensure that they have a settling in period to the new routine. The Key Worker/Vulnerable children will have an allocated teacher and support staff overseeing them and we will be ensuring they are completing work from the Google Drives in school.

Home Learning

We also want to say a huge well done and thank you to all the children/parents who have been doing home learning activities. We fully appreciate the challenges this has caused. Staff have delighted by the commitment of the children and the range of activities they have been doing whilst off school – both academic and recreational. We have maintained our message throughout the pandemic, for families to do what is right for them. We are very proud of our entire school community.

Safety Measures in Place

Times of the day – Entrance/Exits

We are going to stagger the start and end of the school day for different pupil groups and use different exits and entrances to the school building to maximise our ability to keep groups separate.

Shalfleet

Year Group	Drop Off Time	Pick Up Time	Entrance/Exit Point
Reception	9.00am	2.30pm	Main Entrance
Year 1	8.45am	2.45pm	Main Entrance
Year 6	8.30am	3.10pm	Around the school and into/out of the Year 5 and 6 block
Key Worker/Vulnerable Groups	9.00am	3.00pm	Doors at the back of Year 3 and 4

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Yarmouth

Year Group	Drop Off Time	Pick Up Time	Entrance/Exit Point
Reception	9.00am	2.30pm	Main Playground directly into Purple Class
Year 1	8.45am	2.45pm	Main Playground entry into corridor by year 6
Year 6	8.30am	3.10pm	Main Playground entry via backdoor of Year 5/6
Key Worker/Vulnerable Groups	9.00am	3.00pm	Main Playground entry into corridor by year 6

If you have siblings in these groups, please drop your children off at the school at the time allocated for your oldest child and pick your children up at the time allocated for your youngest child.

Drop Off/Pick Up

We kindly ask that parents stick rigidly to their Drop Off and Pick Up time and that only 1 parent/carer is on the school site at one time and that parents do not walk their children into the school building.

At Shalfleet:

We kindly ask that parents pull safely into the parking space, get out of the vehicle and take their child out of the car/put their child in the car. There will be members of staff supervising the children although we do not want members of staff to have to touch multiple car door handles. Thank you for your understanding.

At Yarmouth:

Please bring your child into the playground via the field gate, the main office will not be used as an entry point for children. Members of staff will come out of the school building to take the children into class. Please ensure that you are keeping social distancing in place whilst you are dropping off/collecting your child/children from school.

Before School & After School Provision (including Little Explorers - Shalfleet) – until further notice, before and after school provision will be postponed this includes all clubs.

School Meals

Caterlink will be working to provide children with a hot meal if you require it; children are also welcome to bring in a packed lunch. Please remember to book your child's meal requirements online at least the day before. Children will be eating their meals in their classrooms to ensure that we do not have too many people in the hall at one time.

For those families who are not attending school who are in receipt of Free School Meals and have requested a food parcel, we are currently seeking clarification as to whether this service will continue. We will let you know as soon as we have the information.

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Playtime

There will be staggered playtimes in place for each pupil group; they will be playing on a different area of the playground. As usual, the medical boxes will be taken out with the children, we will also be taking a cleaning pack outside with appropriate PPE. We will ensure that any equipment used by the children is thoroughly cleaned each day and will minimise the sharing of resources.

Shalfleet and Yarmouth

Year Group	Playtime	Area to Play Shalfleet	Area to Play Yarmouth	Lunch time arrangements	Allocated Toilets
Reception	Various staggered points during the day	Reception Outdoor Area	Reception Outdoor Area	11.45am-12.15pm Lunch 12.15pm-12.45pm Play	Shalfleet – In class Yarmouth – Hall toilets
Year 1	10.20am	Main Playground	Main Playground	11.45am-12.15pm Lunch 12.15pm-12.45pm Play	Shalfleet – In class Yarmouth – In class
Year 6	10.40am	Main Playground	Field out the back of the Year 5/6 classroom	12.15pm-12.45pm Lunch 12.45pm-1.15pm Play	Shalfleet and Yarmouth – In class
Key Worker/Vulnerable Groups	10.40am	Main field	Main Playground	12.15pm-12.45pm Lunch 12.45pm-1.15pm Play	Shalfleet – Year 3 + 4 toilets Yarmouth – Year 1 + 2 toilets

Each group will use different exits and entry points during the school day.

Safety in the Classroom

Ventilation – Where possible windows and doors (provided they are not fire doors) will be kept open during the school day to ventilate the building.

Cleaning – A stringent cleaning routine will take place daily at each school, there will also be an additional deep clean of the schools on Wednesdays and at the end of each week to ensure the school is clean and prepared for the children.

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Classroom Arrangements –

Children will be arranged into 'bubble' groups with a teacher in charge and members of support staff to assist.

Children will be taught in the following classrooms:

Year Group	Shalfleet	Yarmouth
Reception	Reception Class + Outdoor Area	Reception Class + Outdoor Area
Year 1	Year 1 and 2 Classroom	Year 1/2 Classroom
Year 6	Year 5 and 6 Classroom	Year 5/6 Classroom
Key Worker/Vulnerable Children	Year 3 and 4 Classroom	Year 3/4 Classroom

Classrooms will be set up to reflect social distancing recommendations. Children will have an allocated desk to sit at, where resources will be stored.

Cleaning packs for each class have been arranged to ensure that cleanliness is maintained in the classroom throughout the day. Throughout the day, staff will regularly wash all touch points, including any equipment and resources used.

Children will be expected to wash their hands at regular points during the day – upon arrival, before and after eating food, after break times, after coughing and sneezing and before they come home from school. Children will be reminded about how to wash hands thoroughly and will be supported/supervised where required.

In line with Government guidance, please do not send items from home into school, such as toys, books or pencil cases. Lunch boxes are acceptable; please ensure they are clearly labelled and cleaned daily. Clothing worn to school must be machine washable. Water bottles should be clearly labelled and taken home each day and thoroughly cleaned

The admin team will ensure that cleaning supplies are regularly replenished.

Key staff members will be allocated to each class group to minimise contact with other staff members.

All soft furnishings and items/equipment difficult to clean will be packed away.

We will do all we can to ensure social distancing however as I know you will all appreciate this will be very difficult to achieve especially with the younger children.

Staff wearing PPE – Staff have PPE available to them should they be in close contact with an unwell or injured child. We will gently explain to children why it might be necessary for members of staff to wear PPE.

Parental Contact – Should you wish to speak with a member of staff, please telephone the school office to arrange a call back. This will minimise the amount of visitors into the school building.

Curriculum – Our curriculum will concentrate on the following:

All children attending school will be informed of the new routines and safety procedures including social distancing.

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Reception and Year 1

- Hygiene, including songs and games to remind children of the importance of keeping our hands clean
- Lessons regarding wellbeing/social media and PSHE/SEMH. This will be available for all children attending and also for those at home via Google Drive
- Phonics revision sessions in place for Reception and Year 1 and a focus on the key areas of the curriculum
- There will be a focus on playing and exploring, active learning and creative and critical thinking – there will be an emphasis on creative play for the children in Reception
- In Year 1, there will be a focus on the key aspect of the curriculum including number and place value, handwriting and spelling and a focus on basic punctuation and composition

Year 6

- Hygiene sessions for the children
- Lessons regarding wellbeing/social media and PSHE/SEMH including a focus on preparing the children for their secondary transition
- There will be revision sessions covering the key areas from the Year 6 curriculum to support children in being secondary ready which will include a focus on:
 - Reading Comprehension (inference and retrieval)
 - Writing, a focus on transcription, punctuation, handwriting and development of the writer's voice in terms of purpose and effect on the reader
 - Maths, a focus on number, place value, mental maths, an accurate grasp of the four operations, reasoning and problem solving.
- There will also be a focus on outdoor learning and other key areas of the curriculum

Transition

- For children in Year 6 and for Reception children joining us in September, a transition programme will be in place.
- Year 6 children, our Year 6 teachers are liaising with the receiving secondary school
- Year to year transition will be in place with appropriate communication between their teachers

For those children in year 6, we are so sorry to not be able to give you the send off you deserve to your new school. We promise we will do a celebration of your time at Primary School as soon as we are able. We have not forgotten you and want you all to remember what an important and special part of our school you have been and continue to be.

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For the Summer term there will be no:

- Educational Visits
- Educational Visitors to School
- Assemblies/Collective Worship or opportunities for gatherings of pupils
- Carpet time
- School/Federation Events
- Contact sports/games played

Home Learning – Home learning via the Google Drive and DOJO videos for children not attending school in all year groups will continue. In addition to the children's class teacher, the home learning will be supported by the teachers who are working from home, due to shielding. Children will have the opportunity to see more than one familiar face!

Uniform – Children will be expected to wear their school uniform. Please can we ask that children wear trainers and girls to wear shorts underneath their skirts so we can engage the children in physical activity without the need to change their uniform.

Contractor/Visitors - Only essential contractors/visitors will be allowed on the school site. We are ensuring that all contractors will not come into contact with children and will adhere to hygiene procedures up on arrival and departure. A limited number of visitors will be allowed on the school site.

Lettings/Use of the School Site - In the interests of safety, we will not be letting out the school building to any external parties for the foreseeable future.

Pupils with SEND/Vulnerable Children – for children who have SEND or are classed as vulnerable there will be a conversation with parents/carers to consider what is best for the child on an individual basis.

Suspected Coronavirus in school

Please ensure that you do not bring your children to school or on the school premises if they show signs of being unwell or you believe they could have been exposed to coronavirus.

Please ensure that the school has the most up to date contact details for family members and alternative contacts.

If your child becomes unwell at school, you will be contacted immediately. We ask that you keep your telephones on and close at hand and that should you receive a telephone call, you pick your child up immediately and follow government guidance.

We ask that you also make the office aware if you have received a notification via the Covid-19 App and that you are following the Government Guidance.

Should the school receive confirmation of a confirmed case, then the school will close to allow a deep clean to take place, the school will take guidance from Public Health England and will inform all relevant parties as detailed in our Risk Assessment.

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We will make sure that we keep you regularly updated about any changes to infection control procedures or operational running of the school as necessary.

We hope this letter has gone some way in allaying any concerns that you have. We are in unprecedented times but with the support and care, which runs through our Federation, we will get through this time together – with the children’s safety and wellbeing at the forefront of all that we do.

If you have any questions/concerns, please do not hesitate in contacting your child’s class teacher or the school office.

With warmest regards and much love to the children,

Elizabeth Grainger
Headteacher

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