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. Now we have 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 | 1st June |
| Reception | 1st June |
| Year 1 | 1st 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 challenging 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.

**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.

**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 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.

**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 |

**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.

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) – 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. 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 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.

**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.

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.

**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 children 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.

**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 thinking 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 compostition

**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.**

**For the Summer term there will be no:**

* Educational Visits
* Educational Visitors to School
* Assemblies/Collective Worship of opportunities for gatherings of pupils
* Carpet time
* School/Federation Events
* No contact sports/games played

**Home Learning –** Home learning via the Google Drive and DOJO videos for children not attending school will continue as well as the children’s class teacher, the home learning will be supported by the teachers who are working from home. Children will have the opportunity to see more than one familiar face!

**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. We will not be facilitating morning club, after school club or any after school activities for the duration of the Summer term.

**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 to 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 you 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 the Risk Assessment.

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.