



# 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



21<sup>st</sup> July 2020

Dear Parents/Carers,

We look forward to welcoming all families back to school on 4<sup>th</sup> September after the Summer holidays. We are looking forward to a year of progress for the children, and an opportunity to celebrate being together and to enjoy all that the Federation has to offer.

We appreciate that for many families September will be the first time children will be in school since March. We appreciate that for those families who have not been able to return to school, this may cause a degree of anxiety. 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 children as they return to school.

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.

### Attendance

From the 1<sup>st</sup> September 2020, school attendance will be compulsory and all attendance monitoring and processes will resume as normal.

### 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 year groups and use different exits and entrances to the school building to maximise our ability to keep groups separate. **Please look carefully for the revised drop off/pick up time for your child.**

#### Shalfleet

Year Group	Drop Off Time	Pick Up Time	Entrance/Exit Point
Reception	9.00am	2.30pm	Main Entrance
Year 1	8.50am	2.40pm	Main Entrance
Year 2	8.50am	2.40pm	Main Entrance
Year 3	8.40am	2.50pm – 3.05 pm	Back door to Den – back of Year 3 + 4
Year 4	8.30am	2.50pm – 3.05 pm	Back door to Den – back of Year 3 + 4
Year 5	8.20am	3.10pm	Around the school and into/out of the Year 5 and 6 block
Year 6	8.20am	3.10pm	Around the school and into/out of the Year 5 and 6 block

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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 + 2	8.50am	2.45pm	Main Playground entry into corridor by year 6
Year 3 + 4	8.40am	3.00pm	Main Playground entry into corridor by year 6
Year 5 + 6	8.30am	3.10pm	Main Playground entry via backdoor of Year 5/6

### Yarmouth - Freshwater Site

Year Group	Drop Off Time	Pick Up Time	Entrance/Exit Point
Year 1 + 2	8.50am	2.45pm	1 <sup>st</sup> Side Entrance
Year 3 + 4	8.40am	3.00pm	2 <sup>nd</sup> Side Entrance
Year 5 + 6	8.30am	3.10pm	Via Playground Entrance

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

For example:

Child in Year 6 + Child in Year 3 – Drop off 8.30am, Pick up 3.00pm

### Drop Off/Pick Up

We kindly ask that parents stick rigidly to their Drop Off and Pick Up time and not to arrive early. We ask that only 1 parent/carer is on the school site at one time. Can the drop off and pick up times please be given to a Grandparent if they are supporting families. Please ensure that drop off and pick up is a swift operation, we need to ensure that we safely get children and adults off the school site as quickly as possible. If you need to speak to a member of staff, please phone into the school office or DOJO message in. We encourage our families to walk or cycle to school where possible.

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 however, we do not want members of staff touching 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.

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At Yarmouth (Freshwater site):

Please bring your child to the entrance to the building as indicated previously within this letter. 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

Breakfast Club and After School Club will resume (managed by Little Explorers at Shalfleet) from September 2020. There will be no recreational/activity after school clubs for the Autumn first half term. We aim to have all clubs running in time for Autumn 2.

## 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.

## 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, Yarmouth and Yarmouth on the Freshwater Site

Year Group	Playtime	Area to Play Shalfleet	Area to Play Yarmouth	Areas to Play Freshwater	Allocated Toilets
Reception	Various staggered points during the day	Reception Outdoor Area	Reception Outdoor Area	N/A	Shalfleet – In class Yarmouth – Hall toilets Freshwater – N/A
Year 1	10.10am – 10.25am	Main playground and Astro turf	Playground	Playground/Field	Shalfleet – In class Yarmouth – In class ½ toilets Freshwater – Year ½ toilets
Year 2	10.10am – 10.25am	Field	Field	Playground/Field	Shalfleet – in class Yarmouth – In

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					class Year ½ toilets
					Freshwater – Year ½ toilets
Year 3	10.30am – 10.45am	Main playground and Astro turf	Playground	Playground/Field	Shalfleet – class toilets in Den  Yarmouth – Year ½ toilets  Freshwater – Year ¾ toilets
Year 4	10.30am – 10.45am	Field	Field	Playground/Field	Shalfleet – class toilets in Den  Yarmouth – Year ½ toilets  Freshwater – Year ¾ toilets
Year 5	10.45am – 11.00am	Main playground and Astro turf	Playground	Playground/Field	Shalfleet – in cloakroom  Yarmouth – in class  Freshwater – Year 5/6 toilets
Year 6	10.45am – 11.00am	Field	Field out the back of the Year 5/6 classroom	Playground/Field	Shalfleet – in cloakroom  Yarmouth – In class  Freshwater – Year 5/6 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 thorough cleaning routine will take place daily at each school.

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## Classroom Arrangements - Organisation/Grouping

Each class will operate as its own 'bubble' group with the class teacher and support staff. Children will be taught in the same classroom and will have an allocated place to sit. Classrooms will be arranged with the tables in rows and all forward facing towards the Interactive Whiteboard and class teacher. Children will have an allocated desk to sit at, where resources will be stored.

The 'bubble' group will remain the same and we will do all we can to ensure that 'bubble' groups do not mix.

Some members of staff can work across 'bubbles' such as specialist provision, for example: PE, Outdoor Learning Music teaching and trainee teachers. These members of staff will be ensuring that they keep to social distancing advice and where possible lessons will be outside.

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 and staff 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 to employ the Catch It, Bin It, Kill It routine. 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 unnecessary items from home into school. From September, children can bring in a bag, lunchbox, water bottle, pencil case and book. Please ensure the items are clearly labelled and washed daily. Clothing worn to school must be machine washable.

Please can children come to school wearing their school uniform.

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

**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

- Wellbeing sessions, we will also identify any children who may require some ELSA support following the return to school
- Hygiene sessions to remind children of the importance of keeping our hands clean
- Lessons regarding wellbeing/social media and PSHE/SEMH.
- Phonics revision sessions in place for Reception and Year 1 and a focus on the key areas of the curriculum
- Learning for children in EYFS will focus on the prime areas of learning including Communication and Language,

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- Personal, Social and Emotional Development and Physical Development.
- 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 2-6

- Wellbeing sessions, we will also identify any children who may require some ELSA support following the return to school
- Hygiene sessions for the children
- Lessons regarding wellbeing/social media and PSHE/SEMH
- Ensure curriculum in place is appropriate to year group and children's academic level – support learning/targeted interventions will need to be in place to close the gap and address any decline in progress
- There may be prioritisation within subjects of the most important components for progression and there will be a focus on filling the gaps in core knowledge (phonics and reading, increasing vocabulary, writing and maths, identifying opportunities across the curriculum so children read widely and develop knowledge and vocabulary) p
- Curriculum planning will be informed by an assessment of the pupils starting points and addressing the gaps in their knowledge and skills in particular making effective use of regular formative assessment
- The curriculum at the Federation will remain broad and balanced – all pupils will be taught a range of subjects over the year including Sciences, Humanities, the Arts, PE and Sport, RE and RHE
- Use of the outdoor space for learning as much as possible (especially for PE/Sports) within the designated playground areas

## Home Learning

- Home learning will continue via the Google Drive and DOJO videos for children not able to attend school because they are complying with clinical or PHE advice (including local lockdown situations)
- Remote education, where needed, will be of high quality and aligns as closely as possible with in school provision

## Educational Visits

Educational day visits will ensue from September 2020, for each educational visit a thorough risk assessment will be undertaken. There will be no overnight educational visits until further notice. Class teachers will make parents aware of any upcoming school trips.

## For the Autumn 1 term there will be no:

- Assemblies/Collective Worship of opportunities for gatherings of pupils
- Carpet time
- School/Federation Events
- No contact sports/games played

**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 upon arrival and departure. A limited number of visitors will be allowed on the school site.

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**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.

### **The signs of Coronavirus are:**

- A new or continuous cough
- A high temperature
- A change/loss of the sense of taste and smell

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.

Should the school receive confirmation of a confirmed case, then 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.

Yours sincerely

Mrs E Grainger  
Headteacher

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