



3<sup>rd</sup> September 2020

Dear Parents/Carers

We have been working hard over the summer holiday to prepare the school to welcome all the children back in September. All the plans and systems set out below are designed to keep everyone (pupils, their families and staff) safe. Until we are all in and 'live' these plans we will not be sure that they work, so things may need tweaking or altering and will change depending on the local and national situation regarding COVID. Thank you, in advance for your support in following these new 'rules' and supporting your children with their return to school. Once in school, any new systems will be clearly explained to the children and they will be helped to follow and adhere to them. Please be assured, that we are confident that we can successfully create a calm but focused learning environment for all.

Here is a summary of the new systems:

**Bubbles:**

We will be working in 'bubbles' to keep group sizes reduced to minimise disruption if there was a positive COVID case in the school.

Bubble 1: Robins & Wrens (Reception, Year 1 & Year 2)

Bubble 2: Hawks and Kingfishers (Years 3, 4, 5 & 6)

The children from each bubble will not mix during the school day – there will be staggered playtimes and staggered lunchtimes. The whole school will not physically come together for assemblies.

The majority of staff will also be able to keep to only one bubble. Mrs Ruddock and Mrs Williams will need to move between bubbles. Adults will try to socially distance from the children (this will be easier in KS2) and adults will always social distance from each other.

**Attendance:**

It is now compulsory for all school age children to attend school. However, it is also important that we help keep each other and the wider community safe – we are still in a pandemic. If your child has any symptoms of COVID they must not attend school. If an adult has any symptoms, they must not enter the school site. If your child is off school for any reason, you must inform us of the reason why they are off. You may leave a message on the school answerphone or email [absence@offordprimaryschool.org](mailto:absence@offordprimaryschool.org) . Please give details as to why they are off and the nature of their illness, as we are required to record this on our records. Accompanying this letter are the latest guidelines for what to do if a child or a member of the household has COVID symptoms or tests positive for COVID. (Engaging with Track and Trace). The Trust are also in the final stages of organising our involvement in an App based Track and Trace monitoring app. Hopefully we will have the information from the company running this pilot scheme next week to share with you. As part of this, all staff members are in the process of organising COVID tests before we return to school next week.

If your child has to stay off due to COVID symptoms, we will support their whole learning by sending work home and setting tasks for them to do. If a whole bubble needs to close or if there is a local lockdown then we will provide distance learning for the children. This will involve a mixture of on and offline learning. We are still putting together the details of these plans, and hope they don't need to be actioned, but we will ensure we are there for you and your children to support their whole learning if the situation arises. We will need to obtain permissions for online participation in lessons which we will do over the next few weeks when we send out more details.

### The school site:

During drop off (8.30 – 8.55am) and pick-up (3.05 – 3.30pm) times there will be a one-way system on the school site. Entry on to the site is through the High Street gate and exit is via Millers Close.

If you have children in different key stages, drop (or pick-up) the younger child first, then the older one. The High Street gate will not be open before the set dropping off or picking up times (see below) so please do not come early. While on the school site all adults must socially distance from other adults and children not in their household bubbles. We request that only one adult accompanies each child to keep the number of adults on the site to a minimum (allowances will be made for Reception children on their first day).

Parents will be required to wear a mask if coming inside the building. Parents may only enter the building if an appointment has been made or they are invited in by a member of staff. If you need to talk to the office staff, there must only be one family in the vestibule at a time and facemasks must be worn by adults. Classroom staff will be available at the drop off gates if messages need to be passed on. There is also the option to write a note for the children to pass on to their teachers if this is more convenient or email (see below).

There will be no movement of cars in the car park during the drop off and pick up times (8.30 – 8.55am and 3.05 – 3.30pm) so the car park can be used as a safe exit route to Millers Close.

### Staggered start and finish times:

Please read these times as 'enter through the school gates at' times. The staggered start is to spread out the number of adults on the school site at any one time. We have kept the times as close to our actual school times as possible to minimise disruption for working parents. If this plan does not work or people do not adhere to the specified times, we may have to extend the staggered time period. It will be regularly reviewed. The current plan will mean there are 3 groups of approximately 20 families on site at any time which will minimise the number of adults on site to ensure that social distancing guidelines can be adhered to and a smooth drop off/pick up system can happen.

	Enter school site for drop-off	Enter school site for collecting
Children in Y5/6 WITHOUT siblings	8.35am – 8.40am	3.20pm – 3.25pm
SIBLING FAMILIES	8.40am – 8.45am	3.15pm – 3.20pm
Children in years R,1,2,3 & 4 WITHOUT siblings	8.45am – 8.50am	<b>3.10pm – 3.15pm (Please note this is 5 min later than previously stated)</b>

(siblings in same class or where all siblings fall into first or last group, please use these times)

**Year 5/6 children to enter through the rear door, through their cloakroom.**

**Year 3/4 children to enter through the side door.**

There will be a 'waiting zone' just outside the large playground gates for drop off and collection by parents/carers. Staff will be on these gates in the morning and at the end of the day.

**Reception, Y1 and Y2 children to use the blue gate.**

There will be a marked queuing area for drop off and pick-up.

(If your child is a sibling of a reception child, please use the 'sibling' time slots from Monday 7<sup>th</sup>)

Children will be required to sanitise their hands as they come through the blue gates (younger years) or pass through the outside doors (KS2) when they enter and leave school. Hand washing and sanitising will be happening regularly, and the children will be expected to do it every time they enter or leave the school building; before and after entering the cloakrooms; and before eating. They will be reminded and helped to do this when necessary.

ApplepiPs is planning to open Monday-Thursday before and after school to provide wrap-around care. A survey has been sent out to parents/carers to ascertain need. We will be working closely with ApplepiPs to ensure that our Risk Assessments support each other and follow latest government guidelines.

#### **School Dinners:**

A full two course school meal menu will be on offer every day. The lunch hour will be split into two. Each bubble will spend half of it in the hall eating their lunch and the other half outside. The hall tables and chairs will be cleaned between sittings. All children whether eating a school dinner or a packed lunch from home will eat together in their bubble in the hall.

Due to the children not being able to go to the hatch, meals will be taken by staff to the children seated at tables. We therefore need to know what the children would like to eat so the correct food can be served to them. Each week we will be asking parents/carers to choose their children's food choices for the week. A survey will be sent out each week. We request that a survey is filled in for all children even if they are having a packed lunch every day. It is possible to have a mixture of packed lunches or school dinners each week.

The dinner times will be different to how it was in the past, but we are hoping that it will be calmer and more of a sociable experience for the children. The new routines will be clearly explained to the children and help given to them so they can enjoy this new experience.

#### **Bringing things to school:**

To reduce the risk of contamination we ask that as little as possible is brought in to school. All equipment for learning will be provided by the school. Wherever possible we will limit the amount of sharing of resources between children, and resources will never be shared between bubbles without a period of quarantine. We have requested that KS2 children bring in a mug (or something similar) so they can have their own easily identifiable pot for their equipment that is for their use only.

Snacks can be brought in from home. We request that these are healthy and do not contain chocolate and nuts. Fresh fruit for Early Years and KS1 will be available. Free milk for children under 5 and for those that request it will also still be provided.

Big bags should not be brought to school. We are, to start with, not wanting PE kits in school (see PE section). Books can be brought to and from school (see books section). Please ensure your child has a coat suitable for the weather. School uniform is to be worn.

### **Books:**

Reading is very important to us, and whatever the child's stage in learning to read, we want to encourage a love for books and reading. Books will be allowed to be taken from school to home and back. Children are expected to read at home daily.

The school library will be open. Children will be sanitising their hands before entering the library. Books returned to school will be placed in quarantine for at least 3 days before being re-shelved.

### **PE:**

Our PE lessons will continue to be provided by Primary Sport Stars coaches. These sessions will take place on Thursday afternoons for children in Robins and Hawks and Friday afternoons for Wrens and Kingfishers. The coaches have their own strict guidelines that they are following and will remain 2m from the children as much as possible. In the first instance, all PE lessons will take place outside (unless the weather is very bad). Also, we are not asking the children to get fully changed for PE to minimise the risk of the spread of infection. We will however be asking them to change their footwear from their school shoes to a pair of trainers, so please ensure they have a pair of trainers in school on their PE days.

Children play outside and run around in their school uniform, so we do not feel that it will stop them fully participating in their lessons. You may feel that it would be more appropriate for your child to wear older clothes and trousers rather than a skirt/dress on these days.

### **Forest School:**

Forest school will be taking place regularly for all children and will start this term. We will communicate with you as to clothing requirements for this soon.

### **Classrooms:**

The classrooms are looking bright and cheery and are all set up ready for the children to return. We have had new lights fitted throughout the school this week and the lighting is so much better. If your child has not been in school since March, they will notice quite a few things have changed, including the brand new toilets and a wall or two which has been painted.

Tables have been set out so that the children are sitting side by side and facing forward. Generally, children will have their own place in the classroom, but they will be moved around and seated on the floor when necessary for the learning. The stations (the names we give to the tables and their places) each have their own equipment, so sharing is kept to a minimum. The children that attended school in June and July very much enjoyed learning at their stations.



**Wrens Classroom**



**Robins Classroom**



**Hawks Classroom**



**Kingfishers Classroom**

### **Communications:**

We are keeping the emails that were used during the last few months open as we found that it was a very successful way of communicating between home and teachers.

The emails are: [wrens@offordprimarieschool.org](mailto:wrens@offordprimarieschool.org), [robins@offordprimarieschool.org](mailto:robins@offordprimarieschool.org), [hawks@offordprimarieschool.org](mailto:hawks@offordprimarieschool.org) and [kingfishers@offordprimarieschool.org](mailto:kingfishers@offordprimarieschool.org)

If your child has moved class please start using the new class email to contact your class teacher. For more general communications please email the office ([office@offordprimarieschool.org](mailto:office@offordprimarieschool.org)) or phone. Adults will be around in the morning on the gates if quick messages need to be passed on.

### **Assemblies:**

As the two bubbles cannot mix, we will not be holding whole school assemblies. Bubble assemblies will take place and I am hoping Rev Jes will be able to speak to us via zoom. We are putting together plans to still hold our celebration assemblies so we can award certificates and celebrate the achievements of the children. We would like to invite the parents of each week's award winners to join through video conferencing so they can also be part of the celebrations. Details and permissions for this will be shared and obtained in the coming weeks.

**Meetings for Parent/Carers:**

It is still our intention to hold meetings between parents/carers and teachers during the first few weeks. We would like to be able to understand how your child has been since the school closure and get more information regarding the learning they have done, to understand more as to where they may be, both educationally and pastorally. These will take place after school from Wednesday 9<sup>th</sup> September. It is my intention to use a google.docs form for parents/carers to sign up for an appointment. I just need to check it works properly! Hopefully It will all be up and running on Monday – watch this space.

**The curriculum:**

A full curriculum will be being taught to all year groups. Assessments will take place in English and Maths during the first couple of weeks for children in year 2-6 so we can assess where the children are at and identify gaps in their learning either as a whole class, a year group or individually. This will allow us to tailor our curriculum to ensure that we can get the children back on track with their learning. More information about what is happening in the class will be shared by the teachers alongside how their learning can be supported at home.

Please do contact us if you have any questions.

Kind regards

Mrs Kate Ruddock  
Head Teacher