

Dear Parents,

We are very much looking forward to welcoming your children back to school, following Thursday's the Government's expected decision that this is safe. Be assured, we will not be using hazard tape to cordon off areas and resources- we have removed things to free-up space and enable easy cleaning, whilst trying to make the areas look non-scary and engaging to the children.

Below are some specific arrangements and information about hygiene and safety measures we will have in place to minimise risk.

#### Transport, Drop-off and Pick-up Arrangements:

If your child is travelling by school transport, you should be communicating with your provider directly, as per the letter you should have received from NCC, however, Kathy has also provided school transport with a list of expected pupils from our school needing this service, but you need to agree this with your usual transport contact. Pupils will be met off the transport, as usual.

Pupils in the younger 'bubble' group (Rec, Y1, Y2) arriving by car, should be escorted by one adult to the early year's yard, via the wooden stairs at the side of school (where they usually appear from after school). As the path is less than 2m wide, down the side of the building, please wait until it is clear before proceeding. A member of staff will be available outside the school entrance between 8.30 and 9am, if you need any help. This will usually be myself.

Pupils in the older 'bubble' (Yrs 3-6), should be brought to the front of school, where they can enter school themselves via the 'kitchen' steps, between 8.30 and 9am.

The main school entrance will not be in use and no adults will be able to enter the building. Contact with the school office is preferred via e-mail, as the office will not be staffed every day. Urgent phone calls can be made to school.

At 3pm, pupils will be escorted to school transport by a member of staff from their 'bubble'. Parents/carers picking-up by car, please stay in/by your vehicle, maintaining social distance, and a member of staff will bring your child/children to you.

#### Additional Hygiene Measures:

- hand sanitiser will be used by everyone entering/exiting the building, unless they have a specific allergy, where they will be directed to wash their hands, as suitable for them;
- a rolling cleaning and disinfection rota will be in operation throughout the day;
- no unnecessary items are to be brought into school by pupils or staff, e.g. books, toys, book bags, in order to minimise home/school contacts;

- pupils do not need PE kits; and physical activity should be possible in the clothing they come in, so, for example, trainers would be a good footwear choice;
- we want pupils to read, so a book quarantine will be in place enabling pupils access to a selection of books in school, that are then put in quarantine for at least 72hrs, with covers disinfected before being used again;
- staff will not take pupil exercise books home, in order to minimise contact, so some marking will be done using stickers to write comments etc.;
- signage and cones will be in use to mark drop-off points, with staff supervision 8.30-9.00am;
- pupils and staff are expected to wear comfortable, outdoor suitable, clean clothes daily (uniform not necessary, but can be worn), in order to minimise the risk of transmission between home/school;
- families are requested to provide KS2 pupils with a pillowcase (weekly), which can go on the back of pupil chairs to hold resources, to minimise moving around- these will be sent home weekly for washing;
- the school dishwasher will be used to sterilise resources, where possible- where not, resources will be quarantined; resources do not need to be shared between 'bubbles';
- as requested, packed lunches will be provided/brought from home, so lunch can, hopefully, be eaten outside, or for KS2, at their allotted seat.

We will, of course, be checking and updating our risk assessments weekly, so we will let you know what is working well or needs to change. Thank you for your ongoing support and please let me know if you have any other questions or concerns. It is vital that we all work together to make this a safe, successful return to school, being especially vigilant for any symptoms and following this and previous guidance given.

Kind regards,

Diane Lakey

27<sup>th</sup> May 2020