



**Headteacher**

Mr Richard Catchpole BSc (Hons) PGCE NPQH

Friday 14<sup>th</sup> August 2020

Dear Parents and Carers,

**Starting Back to School in September 2020**

I do hope you are enjoying the summer break. Ahead of starting back in September I am writing with details that you will find useful. Our plans and new risk assessment for Autumn 2020 follow the DfE guidance. A summary for parents of the DfE guidance can be found here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

If you have any queries not addressed in this letter feel free to contact me via [head@busbridge-junior.surrey.sch.uk](mailto:head@busbridge-junior.surrey.sch.uk) and I will reply in due course.

**Return to school date – Wednesday 2<sup>nd</sup> September**

Tuesday 1st September is an INSET day, so children are back in school on Wednesday 2<sup>nd</sup> September.

**Basic principles from the DfE**

- (i) Minimise the number of contacts that a pupil has during the school day
- (ii) Have controls to reduce the risk of transmission

**Start of school times / Drop-off arrangements**

- **Year 6:** 8.50am start – enter via the Brighton Road gate. Gate open from 8.45am – Year 6 wait at front of the Year 6 block.
- **Year 4:** 8.50am start – enter via the main gate. Gate open from 8.45am – Year 4 wait on the playground.
- **Year 5:** 9.00am start – enter via the Brighton Road gate from 8.50am. Year 5 wait on the 'Peace Strip' (this is the part of the playground closest to the Year 5 block).
- **Year 3:** 9.00am start – enter via the main gate. Gate open from 8.50am – Year 3 wait on Middle Earth (this is the central part of the playground).
- **Parents:** instruction for drop off – we are asking that parents of children in years 4, 5 and 6 drop their children off but do not enter the school site.

As children in Year 3 are new to the school, their parents may bring them onto the school playground and wait outside with them until their class teacher arrives to collect them.

**End of school times / Pick-up arrangements**

- **Year 4 & Year 6** – end of school 3.15pm
- **Year 3 & Year 5** – end of school 3.30pm
- **Parents:** instruction for pick-up – we are asking that parents of children in Year 5 and 6 do not come onto the school site at pick up. Parents of children in Year 3 can wait on the playground by the decking whilst parents of children in Year 4 can wait on the far side of the playground by Boaty. Once your child has come out of school we ask that you vacate the playground as quickly as possible.
- Year 5 and 6 leave the school site unaccompanied (unless their parent is picking up a Year 3 and/or Year 4 child)
- Pick-up from after school clubs will vary from club to club. We will be writing to you about Clubs separately in the first week of term. After school clubs will not start until w/c Monday 14<sup>th</sup> September at the earliest.



## Attendance at school

- School attendance from September 2020 is once again mandatory. Clearly if your child is unwell they should not attend. Please discuss with us if you have any concerns regarding your child's attendance in September.

## Class / Learning Organisation

- Children will be in school full-time, in classes of 30.
- They will sit in pairs at desks in rows. The desk partners will vary slightly over the course of a day, however we will keep this to a minimum
- The learning will still involve some pair-discussion as well as some limited use of small group work.
- We will carry on with the planned Autumn curriculum. However we will have more stringent assessments at the start of term to pick up on gaps in knowledge, especially in maths and English. We will look to challenge all children, regardless of whether they have struggled with progress or made good progress at home.
- 'Catch-Up' sessions have been planned in for each class. Following our assessments at the start of term we will decide which children will join the 'Catch-Up' groups.
- Children are asked to bring in their own supply of stationery so that they do not need to share. Please check the school equipment list attached with this letter and on the school website ([https://www.busbridge-junior.surrey.sch.uk/web/ready\\_for\\_learning/390403](https://www.busbridge-junior.surrey.sch.uk/web/ready_for_learning/390403)) for more information.

## School Organisation

- The children will be organised into year group bubbles. We will ensure safe distancing and limited contact between children by organising school timings (break, lunch, etc) so that they stay in these bubbles.
- Lunchtimes will be 45 minutes. Year 3 children will eat lunch in the Dining Hall. All other children will eat their lunch in their classroom or outside.
- We will be following the NHS Test and Trace guidance. In the event of a case in school we will close down that child's class, and possibly the other year group class as well. We will update you as and when we need to about any confirmed cases of Covid within the school community.
- At break and lunch time children will be able to mix with any child in their year group bubble.
- We will let all classes use the Computing suite and Chromebooks, as long as there is careful hand cleaning before and after use.
- Assemblies: we will have only one year group in the Hall for assembly at any time. Other groups will join via Zoom.
- We are not asking staff or pupils to wear a face mask or PPE as a matter of course on school site.

## Home Learning in the event of a local or national school closure

- Thank you for your responses to our survey on our Home Learning provision prior to the Summer break. The feedback has been much appreciated. It is helping to guide our thoughts as we plan our provision for the Autumn term.

## Clubs

- Breakfast Club & After School Club will start up again for all children, with restrictions. If you wish to use this provision but have not yet booked please do so ASAP by emailing [jmcp@busbridge-junior.surrey.sch.uk](mailto:jmcp@busbridge-junior.surrey.sch.uk).
- After school clubs: a range of external clubs will be running, all with appropriate risk assessments and procedures in place. We will write to you in the first week of term with details of these clubs and the practical arrangements for each club.

Do continue to enjoy your summer break. We look forward to welcoming you and your child back in September.



Richard Catchpole (Headteacher)

