



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

Dear Parents and Carers,

If your child is due to return to school this week, please read carefully the guidance below which outline the procedures you need to follow in order for us to maintain the safety of all involved. Our protective measures are based on detailed risk assessments and follow strictly the advice and guidelines sent to us from the Department for Education.

In school our protective measures will include:

- avoiding contact with symptomatic people
- frequent hand washing
- regular cleaning of premises
- minimising contact and mixing where possible and by reducing class sizes
- Staggered start and finish times and lunchtimes.
- Children will only be in on certain days with no more than 15 children in any one room at a time.
- We will ask children to bring in a packed lunch.
- We will keep the same staff with the same children.

**Important parental instructions:**

- Prepare your child for school in the following way:
  - Non-uniform – sensible clothes and shoes for outdoor learning
  - Apply long lasting sun cream to exposed skin (we will not be able to re-apply this in school so children will need to apply again in school themselves)
  - Ensure your child has a sunhat and raincoat – we will be outdoors for the majority of each day
  - Ensure your child has a packed lunch and plenty of snacks for the day in a disposable bag (no lunchbox please)
  - Ensure your child has a refillable water bottle
  - No pencil cases, no book bags please
  - Put everything in a large named carrier bag
- Please only arrive to drop off your child at your allotted time
- Only one parent to enter the school grounds
- Please remain outside the school gates until this time
- Once you enter the school grounds, follow signage to your child's line-up point
- Observe social distance markings
- Do not allow younger siblings to roam freely inside the school gates
- Please do not come into the building
- Ensure staff have up-to-date emergency contacts – if your child shows symptoms they will be isolated until collection
- At collection times follow the procedures as for the drop-offs
- After school, ensure your child washes hands thoroughly and please ask your child to change clothes as soon as they arrive home, wash these clothes and ensure they wear something different for the next day.

Please note:

- We have amended our behaviour guidance to add in additional statements to ensure the safety of all pupils
  - Any child unable to or refusing to follow our in-school procedures will not be able to attend during the transition to re-opening period
  - Staff will be unable to 'take' pupils from their parents in the morning, pupils will need to walk independently
  - Parents must stick to the pick up and drop off times given to help us ensure the safety of all – if you have children in different year groups, you may choose to drop-off and collect all at the latest drop off time and earliest pick-up time – please ensure you inform us of this if this is your intention. Your class teacher has informed you of your child's allotted days and times.
  - Parents must observe social distancing inside the school grounds

### **A reminder of how the school has been adapted for safety:**

**It is crucial that children are prepared for how different school will be from previously.** In order to meet the DFE guidelines to ensure children, families and staff safety, our wider re-opening will be trialled in the following way:

#### **Home Learning**

On Mondays school will be closed to all **except pre-booked Key Worker children**. This time will be used by staff to set home school learning for the week. As the majority of staff will be on duty in school, home learning will now be set in the form of a grid of learning to be completed at home throughout the week for all year groups. Teachers or TAs will support through the week on days they are not in school through portfolio checking, etc. This will support those children who are unable to return to school yet or cannot return due to vulnerability.

#### **Learning in School**

Learning in school will be based on the same learning that has been sent home. Most learning will take place outside.

#### **Timetable**

It is important that we follow guidelines in staggering times and avoiding the mixing of groups of children and adults (in the 'bubble' format prescribed by the Department for Education) therefore children will be grouped – a class will be split into an A group and a B group each with a maximum of 15 pupils in. This group will then be split and spread across 2 classrooms. These groups will form the 'bubbles' and pupils and the allocated adult will remain together avoiding mixing with other groups or other rooms. Arrangements will be reviewed on a weekly basis. **Due to the requirement to reduce class sizes and socially distance, we will only be able to offer a partial timetable for the eligible year groups initially.**

#### **Groups**

The DFE are strongly advising schools to take a 'bubble' approach to group pupils and stringently avoid them mixing to keep infection spread risk at a lower level.

#### **Hygiene**

As we know, in school bugs and illness spread rapidly. To help reduce risk, children will be requested to wash hands upon arrival at school. They will be sent to wash hands throughout the day at very regular intervals. Each group will have an allocated toilet to avoid groups mixing.

#### **Clothing**

Children do not need to wear uniform. We will be learning outside for as much as possible of each day. We suggest suitable clothing and footwear for this. They will need trainers, a waterproof coat, hat and suncream. Everything should come to school in a large, named plastic bag.

#### **Lunches**

All children must bring their packed lunch in a disposable bag and bring their own snack and drinks bottles.

## Equipment

To avoid mixing resources, we will provide your child with a pencil, pen, rubber, ruler in school – please do not send pencil cases.

## Social Distancing Measures

The reality is that we **CANNOT** guarantee social distancing in school but to try to minimise risk, we will implement the following:

- Groups will be a maximum of 15 split across 2 classrooms
- Groups will not mix with other groups in the school or share resources or rooms
- Staff assigned to a group will not mix with other groups
- Room furniture will be removed to allow distance between tables
- As advised, soft furnishing and toys, toys that are difficult to clean and shared resources such as sand trays will be removed from EYFS and KS1 classes
- The playground will be marked to encourage social distance
- Staggered playtimes and lunchtimes will stop groups mixing in school
- Key worker groups will be kept separate from other groups
- Parents and carers will not be able to enter the building
- Pupils will enter and leave the building by separate entrances
- Parents will be reminded through signage and markers to socially distance when dropping and collecting children. Start and finish times will be staggered to reduce numbers and only one parent allowed to bring and collect at a time.

## Pupils displaying symptoms

As previously, if your child or a member of your household is displaying symptoms, you should not bring your child to school. Your household should then isolate for a minimum of 7 days but longer if anyone is still displaying symptoms. **The government have updated symptoms: a new, continuous cough; high temperature; or a loss of, or change, in their normal sense of smell or taste (anosmia). Anyone now displaying symptoms can arrange for testing.**

For any pupil who begins to display symptoms at school, we will follow the DFE instructions to isolate them immediately. They will remain in isolation supervised by a member of staff provided with PPE and at a distance of 2 meters. Please ensure, if your child is in school, your emergency contact details are up-to-date. **If your child needs Calpol at home, we ask that you do not send your child to school.**

## Risk Assessments

All DFE and County recommended risk assessments have been completed and have informed decisions around the set-up of the wider re-opening in our school. However, please do note, that no matter how carefully we implement these, the government have clearly said that whilst the **risk is low, there is still a risk**. We are planning to open to a larger group at the government's direction. The decision to send your child is, in the end, yours and the government will not penalise anyone choosing not to yet at this very early stage.

## Attendance

In order to manage groups effectively, **you will now need to give a minimum of a week's notice** to begin attending as rotas and groups will be set on a Friday each week. If your child cannot attend on a planned day, please notify the school of absence in the normal ways.

**Please talk to your child, if they are returning, so they understand the changes that have been put in place, understand they may not be with their teacher or in their usual classroom and will be grouped with a 'bubble' of classmates.**

Many thanks for all your continued support through the last 8 weeks and through this tricky transition to returning to opening. If you wish to discuss this further please don't hesitate to contact me.

*Louise Hussey* **Executive Headteacher**