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Dear Parents,

I am writing to you in order to inform you of the next steps, in preparation for welcoming the children on **Tuesday 2<sup>nd</sup> June**. This is particularly important for parents of children in reception or those who will use the school as part of our key worker or vulnerable children criteria.

I am aware that some reception parents are not planning to bring their children in to school. My aim is to keep all parent cohorts informed so that all of the community feel involved in the process and able to re-evaluate their choice during the remaining part of the Summer Term, if required.

It is important to note that our plans are based on schools reopening in June. This may change as a result of the government's final decision on Thursday 28<sup>th</sup> May. If the decision is to keep schools closed, we will not return to a hub model but instead offer childcare provision for key worker and vulnerable children on each of our school sites.

In the table below, you will find the following elements to our strategy:

- ❖ A senior leader who you will be able to make contact with regarding the daily provision
- ❖ A staggered start time for different groups. These may seem significantly spaced apart at this point but as we bring more year groups back the timings below will not change
- ❖ A staggered end time. Again, as more year groups come back, each will be given a different time but the times below will not change
- ❖ Groups will be established in advance of June 2<sup>nd</sup> (communicated once numbers have been finalised). These groups will be known as 'bubbles.' Miss Paling will be overseeing the curriculum taught for all 'bubbles'
- ❖ A designated entry and exit point that each 'bubble' will enter and leave the school building from
- ❖ Communication of the designated teacher/HLTA for that 'bubble' – they will be supported by one TA
- ❖ Designated staff who will be managing each entry and exit point



Group	Start/End Time	Entry/Exit Points	Teachers/Classrooms	Staff on Entry/Exits
<b>Reception</b> LEAD: Miss Paling	9.30am/2.45pm	Group 1 – Front Office Group 2 – KS1 Gate Group 3 – EYFS Gate <i>Group 4 will only be set up if needed</i> Group 4 – Hall (fire door next to EYFS gate)	Miss Paling/Mrs Shimmin (Snowy) Miss Edmunds (Pelican) Miss Merrick (Tawny) TBC	Office staff Miss Paling Miss Curson Mrs Blackmore
<b>Vulnerable Children/Key Worker Children</b> LEAD: Mrs Manning	8.30am/3.15pm	Year 1-2 – KS1 Gate Year 3-4 – Front Office Year 5-6 – KS2 Gate	This will be decided based on numbers for each day-session.	Miss Curson Office Staff Mrs Newstead
<b>Key Worker Children – Breakfast Club</b> LEAD: Miss Burton	7.30/8.30am	Front Office	Breakfast Club Staff (Hall)	Senior Leadership Team
<b>Key Worker Children – After School Club</b> LEAD: Mrs Bater/Miss Taylor	3.15/5.30pm	Front Office	ASC Staff (Hall)	N/A

### **'Bubbles'**

As far as possible, children will maintain their bubbles for the time they are in school. They will arrive together, play with each other, eat together, learn and leave together. It is widely accepted in the guidance that to ask children in the early years to socially distance is virtually impossible. Whilst we will take steps to assist children, the underpinning of our strategy is that bubbles staying together and away from other bubbles as a form of social distancing. The maintaining of bubbles means that the children are in contact with the same adults and any contact tracing can then be effective.

If your child uses any of the extended services, they will remain in their bubbles. If numbers are such that this isolates any child, we will communicate with parents/carers to talk this through.

School uniform will **not** be required. The focus is on the children wearing clean clothes, each day.

In order to protect our bubbles, entry into the school building will be by appointment only.

## **Curriculum**

It is important to note that West Monkton Primary School will reopen on 1<sup>st</sup> June and the United Childcare will stop. We are planning a targeted maths curriculum and an English curriculum based on a text. The choice of text will be linked to the pastoral approach we are taking with our curriculum offer. Entitled 'One look back, two steps forward,' our work will support children in understanding what we have been through but will look positively towards an exciting future both in the short and long term. Our curriculum approach will be consistent across both year group and key worker provision.

## **Break and Lunchtime**

As part of the planning process, we have organised staggered playtimes and lunchtimes for the different bubbles. Both playgrounds will be sectioned and we will make full use of the outdoor court and the field space when the weather is good. The supervision for all break times will be in line with our regular arrangements with a view to using consistent adults for first aid. If applicable, PPE will be available for staff to use.

## **Children of key workers**

Key workers who have already used the United Childcare facility will automatically be 'approved' for a school space but the required sessions will need to be booked on MagicBooking on a weekly basis.

**Due to the number of key worker children accessing the United Childcare, we continue to appeal that you only book the sessions that are needed, within the week, to support your working arrangements. This is the only way in which we will be able to plan effectively with the staff available.**

Attached to this document is the criteria list for key workers. If you have not accessed the United Childcare provision but believe you fulfill the criteria, please make contact with the office in order to complete an application form. This will be processed by senior leaders in school before a place is sanctioned on MagicBooking.

Vulnerable children will be manually added to MagicBooking by school staff once attendance needs have been discussed with relevant school staff.

## **Extended Services**

Extended Services (Breakfast Club and After School Club) will be chargeable and **will only be available for children of key workers.**

In order to book your breakfast or after school club sessions, please use MagicBooking in the normal way. If there are any issues with doing so, please contact the school office who will be able to help. The pricing structure will remain the same as before the school closed.

## **Attendance**

Attendance will be logged as usual. However, as parents, you will have the final decision as to whether your child attends school. The schools and the Local Authority will not be issuing fines. As a school we are following the Guidelines by opening and offering provision to an increasing number of pupils.

## **Booking Hot Lunches**

- 1) For reception parents, upon the release of this letter, you will now be able to book your child's hot meals on ParentMail as part of our normal Universal Infant Free School Meals arrangements.
- 2) For parents of key-worker children, once you have requested your day sessions, booked and paid for any extended services, and these have both been approved, you will be able to book hot lunches. For children in KS1, booked meals will form part of our normal Universal Infant Free School Meals arrangements.

## **Risk Assessments**

In order to potentially reopen on Tuesday 2<sup>nd</sup> June, we have had to satisfy stringent safety guidance. Our risk assessments can be viewed on our school website.

I hope that this level of information builds a picture of how the school day will work. As well as timely communication from The Oak Partnership, myself or a member of the senior leadership team will write out in advance of the following week.

Please do contact myself, phase leaders or teachers if you need any further clarification. I can be contacted by emailing: [wm.slt@wm.oak.education](mailto:wm.slt@wm.oak.education).

Thank you in advance for your continued support.

James Blackmore

Headteacher