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OF ENGLAND
IN DEVON

Lew Trenchard C of E Primary School

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Dear Parents / Carers,

We are drawing near to the end of a very strange term and hope that we will be able to return to some semblance of normality in September.

To add further detail to the letter sent out last week, I will outline the operational aspects to our full return that enable us to adhere to the government guidance for safe reopening:

- **Staggered start and finish times** will be used as per the government guidance, to reduce congestion and therefore the mixing of too many adults at these times. **We ask that you stick to these times and support this through remaining outside of the school gates until your child's allotted times.** We understand this can be tricky with siblings so encourage you to work with each other to manage this. We have also put the older pupils at the latest time as many of them can wait sensibly on the playground in their class lines. As previously, we ask that children enter alone to go to their class door/line up point and only one adult per family at drop off/collection times and that younger siblings are not roaming free in the school grounds. Please do not congregate at the school gates. The government is strongly encouraging families to walk to school where possible or park and walk when not. We have reduced the lunchtimes to ensure that the staggered times do not shorten the teaching time for children. Please follow signage and one-way systems. Older children will be expected to line up on social distanced spaces outside of their classrooms. Again, we are sorry but parents cannot be admitted to the building and will need to drop promptly to maintain social distancing for the next in line to drop or collect.

Times:

Pre-school (early birds: 9.00): 9.30-3.30 via the Yes Tor gate

Brentor (Reception and Year 1): 9.00-3.05 via the main gates (a member of staff will meet you and take children to the class via their own door).

Fox Tor (Years 2 and 3): 9:20-3.25 via the Yes Tor gate

Oke Tor (Years 4 and 5): 9:30-3.35 via the main gate (a member of staff will meet you and take children to their class).

Great Links (Year 6): 9:10-3.15 via the main gates then straight into their class through their door.

- **Communication with the teacher** will be harder as we are used to those drop off/pick up conversations with teachers. We will still require parents to work with us, especially with regards to drop off and collection. However, with the need for prompt dropping and collecting to observe the 10-minute slots and maintain social distancing, this will not be feasible. If you need to talk to a teacher, please use Dojo to arrange a phone conversation to discuss any issues. Parents will not be able to congregate on the school grounds or outside the school gates. Parents will continue to access the school office by appointment only.
- **Breakfast Club** will be open again as previously. This must still be pre-booked and paid for via School Money and will run from 8.15am. Pupils will be collected at the main gate at 8.15 am prompt and will be taken to the hall by a member of staff. The staff member will sign the child in. Before your child can attend for the first time an updated breakfast club form will need to be completed with correct contact details and allergy/medical information on.
- **Wrap around care** will be offered again but will be held in the school hall. Initially, we will offer two collection times of 4.30 pm and 5.30 pm.
- **Lunches** will also be run on a staggered timetable to reduce the contact between bubbles. This will be free to all pupils up until the end of year 2 and £2.30 a meal for all other year groups unless your child is entitled to Free School Meals. Dinners will need to be ordered and paid for on our School Money system by Sundays 12 noon prior to the start of the week for the full week. New menus will be issued separately. For those children choosing to bring a packed lunch, these will need to be brought in a plastic lunchbox clearly named. **(No canvas type bags please)**. All pupils will need a named water bottle.
- **Breaktimes** – children will play in zoned areas, at staggered times, within their class bubbles.
- **Uniform** – children will be expected to wear uniform. Current government guidance says this does not need to be changed more frequently than normal or washed in any special way. To ease transitions and enable us to use the school field for more space for bubbles, we'd like all children to come in trainers and not formal school shoes. This we also feel may reduce financial burdens on families who are still furloughed or not working. The children will need a raincoat and wellington boots in every day as we will be outside every day.
- **Equipment** – the children will be allowed a school bag but it is advisable to purchase one that is easy to wash frequently. The children will only need to bring their lunch and reading book so a small bag is preferable or just a book bag. **They must not bring in equipment, toys or pencil cases from home.** When returning reading books, the class staff will show children where to place the books and issue new ones.
- **PE kit** – children will need a pair of jogging trouser and sweatshirt in grey or black and a PE t-shirt (either a Lew Trenchard PE top or a blue t-shirt). They will generally have their PE on one afternoon a week so that there is no mixing of bubbles in the outside or hall spaces and the coaches we employ only work with them that afternoon. **To make things simpler, we ask that the children come to school in their kits for their PE day.**

For the first half of Autumn Term PE days are allocated as:

Brentor (R and 1): Fridays

Fox Tor (2 and 3): Thursdays

Oke Tor (4 and 5): Mondays

Great Links (6): Wednesdays

- **Curriculum Information** - The school staff will be able to move freely between bubbles. Intervention groups and after school clubs should be able to run again. However, staff will maintain social distancing and avoid contact wherever possible. Pupils will be going up to the next year group as usual. The school curriculum, although focusing on core subjects and catch up where required, will still be broad and balanced giving children experiences in all foundation subjects.
- **Classroom Set-up** - There will be some changes to the layout of classrooms and children will not be working in grouped tables facing inwards. They will instead be working in forward facing rows. Equipment will be limited, especially soft furnishings and will be washed frequently. The classrooms will be cleaned throughout the day and at lunchtime to clean communal areas too such as toilets.
- **After School Clubs** will resume from the second week of term. A separate letter detailing these will be sent out in the first week back.

At the forefront of our approach to the return will be children's well-being, identifying and addressing gaps in learning and resuming school life as quickly as possible.

The COVID-19 risk assessment has been updated and is available on the website.

Thank you for your continued support.

Kind regards,

Louise Hussey
Executive Headteacher

Liz Davy
Head of School