



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Monday 1st March 2021

Dear Parents/Carers

I hope you have all managed to stay safe and well during the current lockdown.

As a school we have spent time ensuring that we can re-open the school for all pupils as safely as we can, and we cannot wait to see the children again. The purpose of this letter is to remind you of the practical information you need to know about children returning to school.

Monday 8th March School Re-opening For ALL Pupils

As very little has changed from when the children were in school in the Autumn Term, things should feel very familiar. However, even with children returning to school, we are still in a national lockdown and everyone will need to continue to follow Government guidance.

I am sure we will all want to work together to ensure the safest possible environment for everyone, and I hope that I have anticipated any questions you may have.

When And Who Will Be Able To Attend School?

As per the Government guidance, all children should be attending school from **Monday 8th March**. Any parents who still have concerns about their child's wellbeing or safety are asked to contact school immediately. The Government has stated that from 8th March the usual rules on school attendance will apply.

How Will The Children Be Organised?

This will be the same as the Autumn Term: each class (bubble) will cater for the maximum number of pupils it is allocated with the appropriate number of adults per class. Each class and the associated adults will form a single 'bubble'. These single bubbles will then, at certain times, create 'super bubbles' (year groups), who will not come into contact with any other 'super bubble' during the school day.

What Are Drop-off And Pick-up Arrangements?

It is still essential that we keep the different super bubbles (year groups) of children separate from each other throughout the whole day. This includes drop-off and pick-up times.

- Only **one adult** should come to school with his/her child and ensure that appropriate social distancing is maintained. (If siblings cannot be left at home, they must stay with you and not mix with others).
- **Face masks** must be worn by the adult dropping off, unless exempt.
- **Year 5/6 only** may walk to and from school on their own.
- Mrs Linford will be at the front of school each morning to direct children to the appropriate side gates to enter into school.
- Mr Jones or a member of Y5/6 teaching team, will be at the **Year 5/6 side gate in Church Lane** by the Old Building to direct **USA, Morocco, Iceland and Italy** children to their class bases.
- A class adult will be outside each classroom door to direct children into their respective class bubbles.
- At the end of the day at allocated time slots, staff will bring the children to the same gates the children came through in the morning to be released to waiting adults in the allocated "waiting zones". (*With the exception of Iceland and Morocco.*)
 - **Reception parents on grass area / car park spaces by Reception gate – please do not block the path.**



➤ **Y1/2 parents on grass areas either side of pathway to side entrance by KS1 classroom Kenya (Mrs Gilpin).**

- **Please leave immediately** once you have collected your child so KS2 parents have space to wait and collect their children.
- **If you have to wait for a sibling, please keep all children with you and ensure social distancing is observed.**

To ensure we can maintain some social distancing, there will continue to be **staggered times** to the start and end of the day for different year groups (super bubbles), and different entrances for children to use. **We have shortened the waiting time and changed the times children finish at the end of the day so families can leave quickly and not have to wait too long for siblings. We will review this over the first two weeks to ensure that social distancing and Government rules are adhered to under the current Government guidance.**

If you can see that other parents and children are waiting, please ensure you leave an appropriate distance between family groups in your waiting zone and stay back from the gate areas until you can approach safely.

Please adhere to these times, ensure children do not arrive late or early to school, and make sure you do not arrive late or too early for collection to help us maintain social distancing for all.

Year Group	Drop off time	Pick up time	Drop off and Collection Point for Pupils and Parents
Y5/6	8:40 – 8:50	3:10	Year 6 side gate in Church Lane by the Old Building. All classes: Morocco, USA, Iceland and Italy enter school from this gate. USA and Italy exit from this gate. Morocco and Iceland exit from main school front gate by Kenya class.
Y3/4	8:40 – 8:50	3:05	Main School Front Gates Side gates by Kenya class: Canada and Mexico Side gates by Reception Class: France and India
Y1/2	8:50 – 9:00	3:00	Main School Front Gates Side gates by Kenya class: Australia, Greece, Kenya
EYFS	8:50 – 9:00	2:55	Main School Front Gates Side gates by Reception Class: China Red and China Blue

- We are encouraging Year 5/6 children to walk to and from school by themselves to reduce the number of people around the school premises.
- **For those who arrive by car**, please park away from the school and then walk the last part of the journey.
- **Our car park will continue to be out of use for all parents to enable all parents and families to social distance.**
- **Parents are still not allowed onto the playgrounds and will need to say goodbye to their children at least 2 metres from the school gate they will be entering through.**

What Do I Do If I Have More Than One Child And They Start And Finish At Different Times?

If you have to wait for a child after collecting your first one, please stand in a socially distanced space on the grass areas so pathways are left clear, wait in your car (off school site) or, if you have a longer wait, come back at the allocated time. The time slots are there to prevent families from gathering too closely. Thank you for your patience during this time and, like all our processes, we will review them as necessary.

Does My Child Need To Wear Uniform?

We expect children to come to school in their normal uniform and school shoes and also bring in appropriate PE kit/trainers/plimsolls. **Please ensure that all items are clearly named.**



What About School Lunches?

These will continue to be staggered. Reception, Year 1 and Year 2 have hot meals provided (UIFSM). We would ask that where possible KS2 children (Years 3, 4, 5 & 6) bring a packed lunch from home, but if you need your child to have a hot meal, you can order from Chartwells in the usual way.

- Hot Meals will be served in the Main Hall with tables socially distanced.
- Packed lunches will be eaten outside (weather permitting) or in class bases.
- When children go outside at break and lunchtimes, they will only be allowed in their designated play area and allowed to play with the children from their super bubble.

How Will It Look In School?

The classrooms will be set up to ensure that, as much as possible, the children will have the resources they need for the day. The tables will be organised so learning can be maximised for children in the physical space we have.

- Teachers will mostly teach from the front of the room, but will be able to interact for short periods of time with the children.
- Regular handwashing in every classroom.
- Hand sanitiser in every room.
- Cleaning materials in each classroom.
- Windows and doors open to encourage air flow.

What Should My Child Bring To School?

Children will need to bring their own resources (please contact us if any item is an issue and we of course will help.)

- Their own **standard size pencil case/sandwich bag** (named) containing a sharpened pencil, pencil sharpener, pen (KS2), colouring pencils, ruler and glue stick. (Please do not send Smiggle, oversized or furry pencil cases, or felt tips into school).
- **Named water bottle.**
- **Named coat.**
- **Named lunchbox** if having packed lunch.
- **Healthy snack** for breaktime – KS2 children (provided for KS1).
- **Named PE kits**, including trainers/plimsolls.

If children in Year 5/6 have to bring a mobile phone to school with them, it will be their responsibility to hand to class teachers at the beginning of each day and collect again at the end of the day. All mobile phones must be turned off and they will be locked away for the day. If children do not follow this expectation, we will ask them not to bring their phones to school.

What Will The Children Be Learning?

- We will initially focus on the children's social and emotional wellbeing and ensuring they remember the systems and expectations at school.
- We will be re-establishing where children are with their learning in Maths, Reading, Phonics and Writing.
- We will deliver our creative curriculum as well as giving identified children opportunities to catch up on missed skills and knowledge in Maths and English.
- We will still have PE, Music and Topics, but they may look a little different!

How Will I Get A Message To A Teacher?

The School Office will be manned, but we respectfully ask that you continue to limit phone calls to emergency information and enquiries only. Please use the School Office email address for contact and communication as we will still not be able to have the normal drop-off/pick-up 'chats'. **Please try to ensure that messages do not need to be passed onto your children during the school day so office staff do not have to enter into different bubbles.**

Any visits to school will be by appointment only and any conversations with teachers will mainly need to be by phone, Google meets, or email.

If parents have to visit the School Office, face masks must be worn.



What Will Happen If A Child Or Adult Shows Signs Of COVID-19?

- He/she will be removed from his/her bubble and brought to the isolation room where a member of staff will be in full PPE, and the parent will be contacted and asked to collect the child straight away.
- Parents must be available to collect their child within a maximum period of 45 minutes.
- The child/adult will be asked to take a COVID-19 test and to let the school know the result.
- The child/adult will be asked to self-isolate **for 10 days** or until the test results are back and are shown to be negative.
- The child or adult's whole family will need to self-isolate for 10 days or until the test shows negative.
- If the test result is positive, then the family and school bubble will need to self-isolate for 10 days to watch for symptoms and keep the school informed. This may include a super bubble, depending on who the child has been in contact with.
- Should the school have 2 positive cases within a fortnight, this would be considered an outbreak and the Local Authority and Public Health would be informed. The decision to close the whole school or have a partial closure would be at Local Authority and Public Health level.

How Will The School Keep Clean During The Day?

- Cleaning throughout the school day will follow Government guidance.
- Children will have to wash their hands regularly. We expect that this will be **at least** 5-6 times per day. Children may bring in their own hand cream to use if washing causes skin problems.
- Tissues will be available for every child to help promote the 'Catch it, bin it, kill it' approach.

I understand there is a lot of information to recall, but I really hope I have managed to reassure you that we are ready for all your children on Monday 8th March – we cannot wait to see them! It has not been the same without them all and we have missed them so much.

Best wishes and stay safe.

Becky Linford
Head Teacher

