



Barlby Community Primary School

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Registered Charity 1047754

19th May 2020

Dear Parents and Carers,

Again, I really hope this letter finds you all well. I apologise for the length of this letter but as you will read, we have tried to be as open and honest with you as we can and provide you with as much detail as possible.

Following on from our letter dated the 13th May, this letter outlines the more detailed plan for the phased re-opening of Barlby Community Primary School to all pupils by the end of the Summer Term 2020. I completely accept that this plan will not suit everyone and I can only apologise for this. I am sure you will appreciate this has not been an easy job and throughout the planning I have considered the safety of the whole school community before anything else.

The final decision remains with you as parents to decide when you will be returning your child to school, although we strongly encourage you to do so.

Guidance suggests "CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible"

As the Government announced last week we need to start our phased re-opening of Barlby Community Primary School with Nursery, Reception, Year 1 and Year 6 pupils **from 1st June**, but I have included in the plan the rest of the year groups so you can see how we hope things will pan out over the 7 weeks that lead us up to the summer break, in the hope it will aid your own return to work, should you be in that position. This plan is of course 'fluid' and will be changed if a safety need arises.

From Monday 1st June we will work with the first phase of the plan for 3 weeks (Nursery, Reception, Year 1 and Year 6 pupils) and then from Monday 22nd June phase two will begin (Year 2,3,4 and 5 pupils).



INVESTOR IN PEOPLE

How to enter and exit the school grounds.

For ALL pupils and parents (with the exception of Nursery) there will be a one-way system in place around the school site to drop off and pick up (see attached diagram). EVERYONE MUST enter the school site ON FOOT through the **main carpark gates**, parents can NOT use the staff car park and staff will be asked not to enter or leave the site during drop off or pick up times. Children are not permitted to arrive at school on bikes or scooters as there will be no safe storage available.

Once through the gates please turn left and head round the back of the school (passed the bins). **Classroom doors 3 and 4** on this side of school will be open to welcome Year 1 pupils straight into the rooms they have been allocated (see attached diagram). All other pupils (and Year 1 parents), need to keep walking round the side of school and onto the main playground, where again classroom doors (**5, 6 and 7**) will be open for key worker children and Year 6 pupils (**doors 8 and 9**). Reception pupils will enter school through their **own cloakroom door**. All parents are then requested to exit the school site through the side gate that goes off the bottom playground passed the gazebo. Please remember you must stay **2m apart** from the family or child in front of you. Staff will be about to remind you of the system and the 2m rule set by the Government. We are all going to have to show considerable patience. As advised in our last letter only one parent should enter the school site with their child and only one parent to collect.

When can your child come to school?

Due to the max of 15 children in a group rule set by the Government, Reception, Year 1 and Year 6 children have been **allocated two days per week to attend school** and Nursery children one day per week. Nursery parents are being contacted separately to inform them of their child's day.

Monday and Tuesday - children from Mrs Clifton's class, Miss Owen's class and Mr Robinson's class

Thursday and Friday - children from Miss Jaques (Jones), Mrs Richardson's and Mr Richardson's class

Key worker children that have not been allocated the days you require need to continue to use the booking system that has been in place for the last 9 weeks. We are **only accepting** key worker children on days not allocated to their classes, we cannot accommodate all children safely whose parents just have to work.

Timings of the day

The start of the day when you can drop your child off is flexible. Doors will be open from 8.45am, please **DO NOT** come to the school site before this time there will be nowhere safe to congregate and it will mean our one-way system will be pointless in our bid to keep everyone safe. Doors for drop off will remain open until 9.30am. The idea is

you keep walking and the children just slip off into their designated classrooms. On day one, staff will have a list to ensure children go through the right door.

The end of the day is more tricky so we have extended collection times. Again, we are asking all parents to follow the same one way system for both entering the site and once they have collected their child with EVERYONE exiting site through the side gate onto the road leading to the play park passed the gazebo. Please approach the classroom door where you dropped your child off and your child will be brought to you, there is no need to knock, staff will be looking out. You may have to wait a few minutes whilst we deal with the children. Collection can be anytime from 2.30-3.10pm. Please stay 2m apart from anyone else on site and wait patiently if you need to pass them in a narrow space. Year 6 walking home alone will be dismissed from school between 3.10pm and 3.20pm, depending on how busy the school site is at the end of the day, to allow them to continue to social distance. If you wish your Year 6 child to walk home alone, please send them with a note on 'their' day one. Key worker children can be collected at any time of the day and parents should collect from the main office if it is before 2.30pm, after 2.30pm please collect from their classroom door - following the one-way system with the rest of the school. All key worker children need collecting by 3.15pm at the latest please, the extended hours we have offered for the last 9 weeks can no longer be accommodated.

Nursery children

Nursery children and their families, please use the main car park gate with the rest of the school to enter the site. Once through the gate please turn right and head towards the usual nursery gate where a member of staff will meet your child. No parents will be able to come passed the gate. Please exit the site down the side of the outdoor area play space, through the bottom playground and out the side gate passed the gazebo, do not go back out the main carpark gate. Nursery drop off will be in line with the rest of the school - anytime between 8.45 and 9.30am. If there is no member of staff at the gate please wait 2m apart from anyone else and we will be with you shortly. Pick up will be from 2.30pm until 3pm. Again please wait at the nursery gate and follow the same one-way system.

Phase 2

From Monday 22nd June, we will adhere to the same plan (unless we have needed to change it by then for safety reasons), for the rest of the year groups returning from this date.

Monday and Tuesday - children from Mrs Smith's, Mr Dawson's, Mrs Adams' / Tennent's, Mrs Morgan's classes

Thursday and Friday - children from Mr Walton's, Mrs Harford's, Mrs Cropper's classes

Year 2 using doors 2 and 7, Year 3 /4 doors 1,5 and 6 and Year 5 doors 10 and 11. A letter about phase two will come out before the 22nd June to confirm these arrangements.

Key worker children places will be very limited from 22nd June as we get the whole school back in for the phased reopening. Key worker children that need to be in school outside their allocated days will be taught in the first instance with their year group to make up a group of 15 and after that they will be taught in the school hall.

Wednesday

Wednesdays will see only key worker children and nursery children in school from 1st June. This will allow for a deep clean between groups attending, a chance for staff to catch up with children that have continued to home learn and the home learning that will continue to be provided for when the children are attending school 2 days per week are at home. It will also give staff chance to plan further work, assess work your child has completed and write end of year reports. They will not be having the day off!

Staff

As children need to be in groups of no more than 15, they may not be with the class teacher they had before lockdown. It is our aim for the children to have continuity with the staff that lead their class for the next 7 weeks. This is our aim but cannot be guaranteed for many reasons.

A school day

Arrival at the classroom door can be anytime from 8.45am until 9.30am. Please wash your hands before leaving the house.

Year 1 - 6

Once the children are in school they will be asked to wash their hands, they will then be allocated a workspace to themselves, 2m apart from anyone else in their class. Their tray and resources will be kept on their desk next to them and their coat on the back of their chair. Weather permitting, we are hoping a lot of the activities will take place outside.

EYFS - Nursery and Reception

Nursery and Reception children will be the only exception to desk allocation. Nursery and Reception children will be 'bubbled' into smaller groups of 3 or 4 and asked to stay in a particular area of the room for a period of time, working on a carousel system of activities.

Lunch, snacks and drinks

The children will eat lunch in their allocated space in their classrooms, tables will be wiped before and after lunch and the children will wash their hands before and after lunch and snacks.

Reception, Year 1 and 2 will be entitled to their universal infant free school dinner as are the families that have applied for benefit related free school dinners. If you would like a 'free school meal grab bag' on the days your child is not in school please order either via the phone or via email and it will be ready for collection from 11.30 am each day.

After so long at home with continuous snacks at hand we anticipate that the children will be hungry. Please feel free to send them with a few snacks to have throughout the

day and please remember to send a named water bottle. This will also be kept on their own desks. Water fountains will not be in use.

Uniform

Uniform is optional for this half term but will be back in place in September. We have considered this decision carefully and come to the conclusion that optional uniform would be useful for parents whose children have grown over the last few months and also we would really like children to wear clean clothes every day, again to minimise the chance of infection spreading. PE kit is not required this half term.

What to bring to school

Please send your child with the absolute minimum. They DO NOT need PE kit, pencil cases, book bags or planners.

They will need a named water bottle.

Pupils may bring their own hand sanitiser if they wish but there is no need school has plenty and washing hands with soap and water is the most effective way to stop the spread of the virus.

If children arrive in a face mask or with disposable gloves, they will be asked to place it in a bin before entering school (as per the government guidelines)

What if a child shows symptoms of COVID 19 in school

Any child in school with a continuous new cough or a temperature, loss of sense of smell or taste will be separated from their group of 15. A member of staff in PPE will then care for that child and parents will be contacted to collect the child immediately. The area they had been working in will be cleaned.

We would then encourage parents to get the child tested for COVID 19 as soon as possible. If the child tests positive, the whole group of 15 children and the staff from that group will be asked to self-isolate for 14 days. If the parents choose not to get the child tested, the child will stay away from school for 7 days and then return to their group of 15.

A few bits of information

School will have an allocated cleaner on site throughout the day. Toilets will be cleaned 3 times per day, door handles and surfaces will be wiped regularly. Thorough cleaning will take place between groups of children in a room. Classroom staff will be issued cleaning equipment for them to use regularly as they see fit.

Please do not stand near the school gate chatting we really need to keep moving to allow social distancing to be adhered to.

Late arrival

If you arrive at school after 9.30am please come to the main office through the carpark gates and exit through the car park gates as other gates will be locked at 9.30am. I envisage this to be only key worker families that are accessing school on none allocated days.

Preparing the children for their return

Day one drop off and collection is likely to be a little more chaotic than the rest of the weeks, anxiety for the children, yourselves and staff will be high. We are aware of this and we will ensure the children have little demand placed on them in school for the first few days. Our aim is to re-engage them into school life, the curriculum will come second, after we are sure the children are happy and feel safe and secure. Please be patient, be patient with your child, be patient with the staff and please be patient with other parents. Give yourselves plenty of time; this way hopefully everyone will manage the day with a smile.

Please speak to your child on the run up to their return, tell them how exciting it is going to be in a small class with loads of fun activities to follow. Reassure them that school will do everything we can to keep them safe and the virus away, just like they have been doing at home. Talk to them about seeing their friends and sharing stories. If your child is extremely anxious please contact the school office over half term and we will try and arrange for them to come and have a quick look at which room they will be in and the one-way system outside. We cannot do this for all children, please only book in if you really feel it will benefit your child's return to school.

Contacting school now and after 1st June

If you need to speak to the office staff please telephone once you get home or leave a message with a member of staff that you pass whilst dropping off or collecting your child. Please DO NOT go to the school office.

Staff allocated to year groups is still work in progress due to the personal circumstances of many of the staff and their families. As soon as we have finalised who your child will be working with it will be shared with you. Home learning contacts will stay the same but staff will be very busy during the day so please do not expect the quick reply you have been getting up until now.

Please read this plan carefully and if you have any questions please do not wait until Monday 1st June to ask them, we are here now to answer anything you need clarifying. headteacher@barlby-pri.n-yorks.sch.uk / admin@barlby-pri.n-yorks.sch.uk.

If we all follow the plan, we should have a successful phased re-opening of the school.

To summarise-

- Enter the school through the main car park gates - drop off 8.45-9.30am, collection 2.30-3.10pm
- Follow the one way system - red arrows on the diagram
- Stand near the allocated doors for your child's year group to see which group they are in - 2m apart

- Leave the site via the small gate on the bottom playground
- To collect follow the one-way system, do not arrive on site before 2.30pm, please wait at the door you left your child at that morning.

As is stated above it is your choice if you send your child to school or not.

If you have definitely decided to keep your child at home, I would be really grateful if you would drop me an email to tell me this. If we do not hear from you, I will assume your child will be back with us during the appropriate phase of return.

Yours Sincerely

Jillian Baker
Headteacher