



25<sup>th</sup> May 2020

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Dear Parents/Carers

## POTENTIAL SCHOOL OPENING

Thank you so much for engaging so quickly with the surveys we have sent home. This has allowed us to organise groups of children and enable us to plan for school opening. Since the Government announced the potential re-opening of school we have worked hard to work through the guidance given to use to ensure the school is ready for opening. This has included a deep clean throughout the building, reduced resources and classrooms reorganised to encourage social distancing.

Due to the number of children arriving back in school and the changes we have had to make we have decided to stagger the opening of school over a few days to allow us to make sure children and parents understand how to access their groups safely. We request children are dropped off at school by one parent only.

We will be opening to the following groups on the specified days:

Monday 1 <sup>st</sup> June 2020		
from 8:30am	<b>Key worker children in year 2,3,4 and 5</b>	Entry is through the main office as usual
8:30am – 8:40am	<b>Nursery Children</b>	Entrance is through the staff car park, through the emergency gates and onto the main playground
8:50am – 9:00am	<b>Reception Children</b>	Entrance is through the staff car park, through the emergency gates and onto the main playground
Tuesday 2 <sup>nd</sup> June 2020		
8:40am -8:50 am	<b>Year 1 children</b>	Entrance is through the staff car park, through the emergency gates and onto the main playground
9:00am	<b>Year 6 children</b>	Entrance is through the staff car park, through the emergency gates and onto the main playground
Week beginning Monday 8 <sup>th</sup> June 2020		
8:30am	<b>Little Seeds</b>	Arrangements will be made with individual parents, staff will be in contact

Parents and children will be asked to enter the school playground during the allocated times through the emergency gates. We will close the staff carpark from 8:30 – 9:30am to allow safe access. There will be markings on the playground to signal where to wait safely. Members of staff will be on the playground to direct you to your class group. Children in Nursery, Reception, year 1 and year 6 will attend school for full days across the week. In order to prevent queues forming please do not arrive before your child's year group time slot. If you are bringing children in different year groups please could we ask you to stand safely to one side after dropping your first child and wait until called forward.

When collecting your child at the end of the day we will ask one parent only to wait on the playground, safely spaced, and your child will be brought to you by the staff members in their group.

Collection times		
3:00pm – 3:10pm	<b>Reception children</b>	Parents to enter through the staff car park, through the emergency gates and exit through the main playground gates
3:10pm – 3:20pm	<b>Year 1 children</b>	
3:20pm – 3:30pm	<b>Year 6 children</b>	
3:30pm	<b>Nursery children</b>	
As required	<b>Key worker children in year 2, 3, 4 and 5</b>	Exit is through the main office as usual.

Children will be allocated a group, classroom, key workers and given a class name. This group will be supervised by the same 2 members of staff every day, unless illness of staff means we have to provide an alternative. Children will stay in this group all day and will have lunch and playtimes together and will avoid mixing with other groups in school. The group will also be allocated a section of the playground to use and toilets that will be used for that group only. This will limit the number of people your child will meet during the day and limit the risk of infection.

### Nursery

Nursery children will be allocated a group according to funded hours. Children receiving 15 hours funding will be offered 2 full days in school and this will be either Monday and Tuesday or Thursday and Friday. The room for these groups will be closed on Wednesday for a deep clean and again a deep clean will take place Friday ready for reopening on Monday. These groups will not be able to change.

Children accessing 30 hours will be grouped together and are able to use the hours across the week attending for full days. Any hours attending over the 30 hours will be charged at the normal nursery rates. This will be invoiced once hours have been established.

### Lunchtime

Children in reception and year 1 will be offered a school meal through the Universal free school meals scheme and children entitled to free school meal will be given a lunch. All other children are welcome to enjoy a school lunch costing £2.30 and parents can pay for these in the usual way through our online service Parent Pay. We have a 2-week menu offering children a hot main, vegetarian main or a packed lunch option. A menu has been included for you to discuss the daily menu with your child.

All children will need to bring a plastic drinks bottle which they will keep on their tables and refills will be available, if needed. Children bringing a packed lunch will need to keep this on their tables and this needs to be a lunchbox or bag that can be washed daily to limit the risk of infection.

Lunches will be eaten in your child's allocated classroom at their own table. Tables will be washed and sanitised before eating. School dinners will be delivered to the classroom and will be served in compostable containers. Children will have playtimes outside and these will be staggered to keep all groups separate.

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## Uniform and school resources

Children are asked to come to school in clean summer uniform and bring only a coat if needed. It is important that your child's clothes are washed daily, so although we would like children to be in uniform, we will completely understand if this needs to be relaxed at times to ensure children come to school in clean clothes.

Children will be doing PE or exercise daily and so children should come to school wearing trainers or shoes that they are able to do PE in. There will be no changing into PE kits or other clothing items in school. Every child will be provided with a full set of stationery, exercise books and a reading book to be kept in school so they will not need to bring in a school bag or any other items to reduce the risk of infection further.

If the weather is sunny and hot parents are advised to put a good layer of sun cream on children before they arrive at school, as staff will not be able to do this, and to bring a named sun hat.

## Curriculum

Children while in school will continue to follow the same curriculum as children accessing home learning every day. This means if, for any reason, your child is unable to come to school they will be able to access home learning and the home school curriculum will be completely interchangeable keeping as much consistency for your child as possible.

We will encourage as much outdoor learning and daily activity as possible keeping children active and out in the fresh air. All work completed at school will be uploaded onto Seesaw or Tapestry so you are able to see what your child has been doing during their week at school.

## School Office

The school office will facilitate the arrival and collection of key worker children in the same way it has over the last 8 weeks of critical childcare. Otherwise the school office will remain closed. Any communication with the office staff/key worker staff should be done via email or phone. You may email the school [orchardvale@ventrus.org.uk](mailto:orchardvale@ventrus.org.uk) or phone on 01271 375074 any time during the school day.

We will be taking a daily register of children in school. If your child will not be attending school for any reason we ask you to tell us by using the usual reporting absence procedure, contacting the office by phone. If we are expecting your child and they are not in school by 9:30am we will call you at home to follow this up through our usual absence procedures.

If your child or anyone in your household is showing any signs of Covid 19 we ask that you do not send your child to school and get tested immediately. Please inform the school immediately and again when the results come through.

If your child is showing signs and the result of the test is positive your child should be off school for 14 days. Although your children will not be infectious after 7 days, the whole family will need to self-isolate for 14 days. If your child has tested positive it is important that you phone the school immediately as the other members of your child's group in school must isolate also for 14 days and will not be in school for this time.

If your child's test returns as negative, then your child can return to school. If any member of the household tests as positive, then your child must stay at home for 14 days before returning to school.

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If your child is showing any signs of illness at school, we will isolate your child and ask you to collect them immediately and arrange for them to be tested. Symptoms include:

- Raised temperature
- Persistent or unusual cough
- Loss or change to your sense of smell or taste

#### Year 6 curriculum

We will be preparing Year 6 children for their transition to secondary school and this will be included in their curriculum when in school. We are working very closely with the secondary schools and are hoping to provide some sample lessons delivered by the secondary school teachers so they become familiar with the types of lessons they will be getting in September.

We are hoping to get children their leavers hoodies to wear and we will be arranging the usual leavers activities as soon as we are allowed to. If these are unable to go ahead this term we have the assurances for the secondary school that Year 6 will be able to return to Orchard Vale in the Autumn term for a day or two to complete leavers activities including leavers' assembly, shirt signing, prize giving and leavers' disco.

#### Behaviour Policy

By accepting a place at school we will be expecting your child to be able to keep themselves and others safe. This would include:

- Following any altered routines for arrival or departure.
- Following school instructions on hygiene, such as handwashing and sanitising.
- Following instructions on who pupils can socialise with at school.
- Moving around the school following specific instructions (for example, one-way systems, out of bounds areas, queuing, lunch routines).
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it').
- Telling an adult if they are experiencing symptoms of coronavirus.
- Rules about sharing any equipment or other items including drinking bottles.
- Amended expectations about break & play times, including where children may or may not play
- Use of toilets and cloakroom facilities.
- Clear rules about coughing or spitting at or towards any other person.
- Amended rewards and sanction system where appropriate.

If for any reason your child is unable to keep themselves and other children or members of staff safe the school will phone you and we will work together to decide the best course of action. In extreme circumstances it may be that we will ask you to keep your child at home until school reopens fully.

Yours sincerely

Fiona Pearce  
Headteacher