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1<sup>st</sup> September 2020

Dear Parents/Carers

## BACK TO SCHOOL

As you will all know Orchard Vale is set to reopen to all year groups on **Monday, 7<sup>th</sup> September**. Most of this information was sent to you via email in July but we would ask you to please read thoroughly for full information about our return.

Each class will form a protective bubble and in order to reduce the mixing of these bubbles we will continue to stagger entry into school in the mornings to ensure there are not too many children and parents on the playground at the same time. Parents will be unable to enter the school building either through the office entrance or through the playground. Social distancing will need to be adhered to at all times.

Parents and children will be asked to enter the school playground during the allocated times through the emergency gates at the bottom of the playground. To allow safe access we will close the staff car park from 8:30 – 9:30am.

As this time will be very busy please could we ask all parents/carers not to use the turning circle for drop off or pick up. 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 and a member of staff will then escort the children into their classroom.

Our priority on returning will be to get all of our children back into school to continue their learning journey. Obviously, with the new requirements placed upon us under Covid-19 there will be a lot of things to oversee to ensure we have everything right.

During the first few weeks we will be looking at the feasibility of operating a breakfast club and after school facility ensuring we adhere to the Government's requirements for children from different bubbles not to mix. We will need to take into consideration how this would be managed and staffed. Once we have more information, we will communicate this to our parents via email.

Morning drop off times		
Times	Year group	Further instruction
8:30am – 8:40am	Little seeds and Nursery	Please wait by the Nursery gate and an adult will receive the children from the playground. If your child attends the later session, please see overleaf.
8:30am – 8:40am	Reception	Parents to wait on the playground and children will be escorted into class by an adult
8:40am – 8:50am	Years 1 and 2	Parents to wait on the playground and children will be escorted into class by an adult
8:50am – 8:55am	Year 5 and 6	Children to wait on the left-hand side of the playground and they will be directed to their entrance by a member of staff
8:55am – 9:00am	Years 3 and 4	Children to wait on the right-hand side of the playground and they will be directed to their entrance by a member of staff

When collecting your child at the end of the day could we ask **one parent only** to wait on the playground, safely spaced on a marker, and your child will be brought to you by the staff members in their class. Please arrive promptly at the allocated time as children will need to wait on the playground until collected.

Collection times		
3:00pm – 3:10pm	Reception	Children will be brought out to the playground, please arrive promptly.
3:10pm – 3:20pm	Year 1 and 2	Children will be brought out to the playground, please arrive promptly.
3:20pm – 3:25pm	Year 3 and 4	Children will be brought out to the playground, please arrive promptly.
3:25pm – 3:30pm	Year 5 and 6	Children will be brought out to the playground, please arrive promptly.
3:30pm	Nursery and Little Seeds	Parents please wait in the playground on the markers outside the nursery gate.

If you are dropping or collecting children in different year groups you are welcome to wait on the playground. We will ask you to wait to one side to allow the other parents through. If your child is in year 5 or 6 and normally walks home on their own, they may continue to do so but we do ask that you speak to your child about not gathering in groups and continuing to observe social distancing on their way home. It would be helpful if you could please inform us if your child is walking home and if this is a regular arrangement.

### Class groupings

Children will stay within their class throughout the day. This will form their protective bubble with a class teacher and support staff allocated to each class. Each class will have lunch and playtimes together and will avoid mixing with other groups in school. Children will not be able to change class. The class bubble will also be allocated their own toilets and a section of the playground to use. This will limit the number of people your child will meet during the day and the risk of infection.

In the case of staff illness, we may have to cover the class with a different member of staff but we will try and keep the addition of other members of staff to a minimum and avoid switching between classes. Children receiving interventions will receive these within their class groups and within the classroom in which they work.

### Nursery

The Nursery and Little Seeds day will run as normal and children will be able to access their normal hours. Children being dropped and collected at the beginning and end of the school day will arrive and be collected on the main playground outside the nursery gate. The one-way system will be in place and parents will need to enter through the large playground gates.

We hope to keep children being dropped and collected within the school day to a minimum and this will be through the separate nursery entrance. Parents will need to press the buzzer and wait by the door. We may give you a specific collection and drop off time so that you do not meet other families on your way in or out.

Parents will still be able to access their 15 hours or 30 hours funding and any additional hours will be invoiced. Once your hours are set for September these will remain in place for the whole term and cannot be changed. This way we are able to monitor and track children.

## Lunchtime

Lunches will be eaten in your child's classroom at their allocated table. Tables will be washed and sanitised before eating and children will be asked to wash their hands. School dinners will be delivered to and eaten in the classroom and will be served in compostable containers. Children will have playtimes outside and these will be staggered with other classes to aid segregation and avoid cross contamination.

Packed lunches should be in a container which can be washed daily to limit the risk of infection. All children will need to bring a named plastic drinks bottle, which they will keep on their tables. Refills will be available if needed.

If your child is in Reception, Year 1 and 2 they can request a meal under the Universal Free School Meal Scheme. All children entitled to Benefit Related Free School Meals will be provided with a meal.

All children are welcome to enjoy a school lunch. If they do not fall under the above category parents will need to pay in advance online through Parentpay. We are currently unable to accept cash at the office. We have an initial 2-week menu offering children a hot meal with a vegetarian option, jacket potato (cheese and beans only) or a school packed lunch (see our website for the full menu). Children's meal choices will be taken during class registration including jacket potato orders, please do not come to the school office to place these.

## Uniform and school resources

The Government has informed all schools that children should return to wearing their normal uniform. Children should come to school wearing sensible school shoes. You can buy gold polo tops and navy items from supermarkets.

If you need to order any items of school uniform (polo shirts with logos, sweatshirts, book bags or PE bags) and you have access to our online payment platform, Parentpay, please pay for these items online, send the school office an email ([orchardvale@ventrus.org.uk](mailto:orchardvale@ventrus.org.uk)) to confirm you have placed an order and we will be able to put your order together, arranging for you to collect the items on Thursday, 3rd or Friday, 4th September between 11am and 2pm.

We have a selection of donated good quality and clean uniform items, which were bagged up in age order prior to the school breaking up in July. We appreciate that some of our families may be facing financial difficulties. If you would like to enquire about obtaining some of these items please contact the school office, by telephone, and we will make suitable arrangements for you to collect them.

### PE Kits

Children in years 3 to 6 will need to bring in a PE kit which should be left in school. These will be sent home weekly to be washed.

Initially, children in Nursery, Reception, Years 1 and 2 should wear shoes they are able to do PE in and we will advise you later in the term if they need to bring in a PE kit.

Any named clothing items which were left at school pre-lockdown will be bagged, labelled and handed to your child to bring home in the first few weeks of term.

If the weather is sunny 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. Don't forget to send in a named sun hat.

We will ask children to limit what they bring to school each day. They will need a coat, named drinks bottle, healthy snack and packed lunch (if required). We will provide children with all the equipment and resources they need in school, placed in a pack on their table which will not to be shared by other children.

We will not be able to accommodate unnamed lost property so please ensure you label all clothing and other items brought into school.

The health and mental wellbeing of the children and staff is of the upmost importance whilst children are in school and we will endeavour to make everything as child friendly as possible and to keep to the revised school routine.

We will be moving to Microsoft 365 platform for our online homework which will be used through Years 1 to 6. This will give us greater flexibility in the work we do in school. You will receive log in details and clear instructions on how to access this at home. We are just getting to know this system so please bear with us during the transition.

Using Microsoft 365, Teams and Notebook functions we are able to make the curriculum being taught in school available to you at home. Should there be any further general lockdown or local lockdown arrangements you will be able to access your child's learning seamlessly.

We have been working hard on a curriculum to meet all children's needs. Please do not worry about your child's return to school. We will work with them to support them throughout the Autumn term to enable them to access the curriculum at the correct level.

## School Office/Absence/Covid-19

We ask that you continue to refrain from visiting the school office in person and communicate by telephone or email ([orchardvale@ventrus.org.uk](mailto:orchardvale@ventrus.org.uk) or 01271 375074). The office is currently unable to accept cash payment for any items. We are aiming to get the majority of paper work accessible online.

Parentpay accounts for all children new to Orchard Vale will be set up within the first 2 weeks and you will receive your login details via your email registered with us.

Registers will be taken daily. If your child is not attending school, for any reason, please contact the school office. If we are expecting your child and they are not in school by 9:30am we will call you to follow this up.

At present we have no plans to make children or staff wear masks or take temperatures of children entering the school. As you may be aware the Government have said that currently there is no requirement for this in children under 12.

If anyone in your household is showing signs of Covid 19 do not send your child to school, inform the school office and you all must be tested immediately. Please inform the school once you have the results.

If your child is showing signs and the result of the test is positive your child must remain off school and everyone in the household must self-isolate for 14 days. Notify the school immediately as the other members of your child's class protective bubble will also have to isolate for 14 days.

If your child's test returns as negative and they are not showing any of the signs, then your child can return to school. However, if any member of the household tests as positive your child must stay at home for 14 days.

If your child is showing any signs of illness whilst at school they will be taken to an isolation room, under adult supervision, you will be asked to collect them immediately and you will be advised to arrange for the relevant tests. The school will not be testing anyone on the premises. Obviously, all areas the child has been in will be thoroughly cleaned in line with the Government requirements

Symptoms include:

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

Your child will be expected to be able to keep themselves and others safe. This includes following:

- Any altered routines for arrival or departure.
- School instructions on hygiene, such as handwashing and sanitising.
- 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 Covid-19.
- Rules about sharing any equipment or other items including drinking bottles.
- Amended expectations about break and 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, other children or members of staff safe the school will phone you and we will work together to decide the best course of action.

We are receiving regular Government guidance updates with regards procedures to be carried out in school and should any instructions change we will of course advise our parents as soon as possible.

Thank you in anticipation of your support. We look forward to seeing you all on Monday, 7<sup>th</sup> September.

Yours sincerely

Fiona Pearce  
Headteacher