Thursday 11 June 2020 Dear parents and carers,

I hope you and your families have all stayed safe and well during this unprecedented period of uncertainty. As you know, we have remained open since 23 March to provide care for our most vulnerable pupils and the children of key workers.

**From Monday 15 June we will be reopening school to pupils in Reception class**

Care and effort has been taken to ensure your children are surrounded by familiar adults and organised into friendship groups. Children will also be based in their usual classroom. We will do our utmost to ensure your child’s wellbeing and get them back to education-based learning.

**It is therefore essential that all of the guidance below is strictly adhered to, to ensure we minimise the risk to children, families and staff**

How we plan to keep your child safe in school and minimise the risk of Covid-19:

Arrival to and from school

* Only one parent or carer must bring their child to school
* Parents should ensure children are brought to school promptly, within the outlined drop-off windows (see table below). Please be patient as we get our systems embedded
* Though the outlined drop-off windows reduce queuing as far as possible, entrances will be marked at 2m intervals to enable social distancing
* If you have children in different year groups, please arrive at the latter of the two arrival times
* Children will be collected from the entrance each morning by their responsible adult
* If your child is distressed on coming into school, they must be settled by you before being handed over to their responsible adult. We will not be able to physically take children who are upset (as we have previously done) due to social distancing
* If you make a commitment to sending your child back to school, it is important they attend each day, unless you contact the school office and inform us

Reducing the risk of transmission

* If your child or family member displays any symptoms of Covid-19 they must be isolated for 7 days, in line with government guidance, and not attend school
* School must be informed immediately if anyone in the family has symptoms of Covid-19
* The parents of any child displaying symptoms (however mild they may seem) will be contacted by phone and asked to collect their child from school immediately and remain at home until symptom-free. We will also ask that the child is tested for Covid-19 as soon as possible
* Packed lunches will be provided by school and delivered to classrooms (children will be able to choose their own option). If you would prefer to send your child with their own packed lunch, please use a disposable carrier bag instead of sending a lunch box
* **School will be closed on Fridays to allow for a deep clean – however we will remain open for vulnerable pupils and the children of key workers**

Communication with school

* Parents will not be permitted on site at any time
* If you need to speak to your child’s teacher, this must be done by phone. Please contact school on 01535 604240 to arrange a telephone appointment
* If you are a key worker and your child is in Reception they will join their year group, or ‘bubble’, from Monday 15 June. Children of key workers in Pre-school, Nursery and Year 1 will also now enter via the entrance stated below. Children of key workers in Years 2, 3, 4, 5 and 6 will continue to access their usual provision, entering school via the breakfast club entrance
* There will be no after school clubs until further notice

Provision in the classroom

* Children will be placed in bubbles of no more than 15 children. Each bubble will have up to 3 designated adults. These groups will work in bubbles and will not be in contact with any other bubbles
* Each bubble will have a designated classroom, playground area, toilet block and entrance
* On the first day of return, pupils must bring their own water bottle. This will be kept in school and washed daily. There is no need to bring any other resources or equipment from home
* On particularly warm days, it will not be necessary to send your child with a coat
* We would like all children to wear uniform; where possible this should be washed each day to avoid any transmission between home and school. The same is expected of staff
* There will be handwashing facilities in each bubble and children will wash their hands frequently throughout the day
* Extra cleaning will take place by staff in the bubbles to ensure cleanliness is maintained throughout the day
* As the DfE guidance acknowledges, it will not be possible to maintain social distancing in school at all times, particularly with the younger pupils. This is why we will work in bubbles
* Lunches will be eaten in the bubbles and this will be staffed by the designated adults
* Lidded bins will be provided in every bubble and these will be emptied regularly

If, in light of the most recent Government date, you hadn’t previously intended to send your child back to school but now wish to do so, please contact me by phone on 01535 604240 or via email at [c.lodge@worthvalleyprimary.co.uk](mailto:c.lodge@worthvalleyprimary.co.uk) to arrange a place.

**Specific information for Reception class**

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| --- | --- |
|  | Reception |
| Arrival time | 8.50am - 9.00am |
| Collection time | 2.50pm |
| Classroom space | Reception Classroom |
| Outdoor space | Early Years outdoor area A |
| Entry and exit | Small gate on Bracken Bank Crescent |

**Updated arrival information for key worker children in Year 1**

|  |  |
| --- | --- |
|  | Year 1 |
| Arrival time | 8.00–8.45am |
| Collection time | 3pm |
| Classroom space | Year 1 classroom |
| Outdoor space | Courtyard |
| Entry and exit | Main gate on Bracken Bank Crescent |

**Updated arrival information for key worker children in Nursery**

|  |  |
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|  |  |
| Arrival time | 8.00-8.45am |
| Collection time | 3pm |
| Classroom space | Nursery classroom |
| Outdoor space | Early Years outdoor area B |
| Entry and exit | Small gate on Bracken Bank Crescent |

**Updated arrival information for key worker children in Pre-school**

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| --- | --- |
|  | Pre-school |
| Arrival time | 9.00-9.05am |
| Collection time | 12.00 noon |
| Classroom space | Pre-school classroom |
| Outdoor space | Pre-school outdoor area |
| Entry and exit | Small gate on Bracken Bank Crescent |

**Arrival information for key worker children in Years 2, 3, 4, 5 & 6**

|  |  |
| --- | --- |
|  | Years 2, 3, 4, 5 and 6 |
| Arrival time | 8.00-9.00am |
| Collection time | 3pm |
| Classroom space | Dining hall, Year 4 classroom & IT suite |
| Outdoor space | Outdoor area at rear of school & KS2 playground |
| Entry and exit | Main gate, round to breakfast club entrance |

It is important that you know that school is going to feel different for a while and we will be doing everything we can to keep your children and our staff safe. We will do our upmost to nurture and educate your children, but as the DfE recognises it is not possible to ensure social distancing in a primary school and although we will do our very best to minimise any transmission or contraction of Covid-19, we cannot make any guarantees.

This plan is only temporary and will only work for a short time until we are directed by the government to take any next steps. This may include reopening school for further year groups. We realise that this is an anxious time for parents and we will do all we can to alleviate this, yet we feel it’s very important that you understand that some of our staff may feel anxious too and we also have a responsibility to them. It is not a requirement for staff to wear face masks but should they choose to do so, school will be supporting this.

We so look forward to a time when Worth Valley Primary School can be back to its lively self. In the meantime, we will continue to work together as a strong team, to do our very best for your children. As always, the safety and the well-being of our children remains paramount. We will continue to follow the direction from the government and the local authority and we will keep you informed as we need to adapt and make further changes.

We would like to take this opportunity to thank you for all of your ongoing support. Your positive comments, kind words, cards and steady supply of chocolates and buns definitely make this whole situation brighter!

Yours sincerely



Ceinwen Lodge

Headteacher