

Dear Parents/Carers,

As another week ends I thank you for your support during these difficult and ever changing times.

You will find attached a very long letter explaining how our school will begin the phased return. We are closed next week and also closed for a Training Day on Monday 8th June.

We will open to Key Worker children and Y6 on Tuesday 9th June.

Y6 parents/carers will receive another email this afternoon outlining which group and time has been allocated to your child. **You will receive this information even if you have said that you do not wish your child to return as I am allocating all children places in the initial instance.**

Many parents have asked about Holy Communion - this hopefully will take place in September/October. When we have a firm date for reopening of churches then we can begin to make further plans.

Please continue to keep Deacon Brian and his family in your prayers.

With prayers at Pentecost,

**Sarah Yates
Headteacher**



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See attached below

29th May 2020

Dear Parents and Carers,

This letter is very long!

Further to the advice and guidance from the Government, I would like to set out our position in relation to the wider opening of our school.

It is important to make it clear that any risk assessment and associated actions put into place will be aimed at reducing and minimising risk, not eradicating it. All of our decisions will be based entirely upon our unique situation here at Saint Aidan's.

The government produced a wide range of information detailing the actions schools would have to take prior to increased numbers of children returning. Some of these measures included:

- reduced class sizes to adhere to social distancing to a maximum of 15 (are in groups of up to 10)
- children to remain in the same group at all times with no mixing
- children to have the same adults in the group all the time (however this may not be their usual teacher)
- increased hand washing facilities
- separate entry and exit points
- no parents / carers allowed on site
- one way systems to be established in schools
- reduced timetable / flexible days / staggered start & finish times
- home schooling resources to continue to be available
- desks to be positioned 2m apart if possible
- soft furnishings / toys to be removed from Nursery / Reception / other classrooms
- toys and equipment not to be shared
- small equipment which cannot be easily cleaned must not be used
- staggered breaktimes with no mixing of groups
- additional cleaning throughout the day and week

There are a number of other requirements but I am sure you can understand that in any reopening the *children's experience in school will be far removed from their usual routine and timetable*. Even with all these additional measures in place, we will not be in any position to guarantee that both children and adults may not be exposed to the virus at some point in our setting. All of this will be a challenge for school staff, children and parents / carers, but collaboratively we will all do our very best to support each other. It must be explained to the children that they will not necessarily be with their class teacher and they are not allowed to mix with all of their friends.

Summer Term

The aim for our school is to be ready to bring back groups of pupils from **Tuesday 9th June**, once all of our risk assessments and preparations are in place. We will continue to provide the existing arrangement for designated key workers.

What about Attendance during any partial opening?

We would of course like to see as many children as we can safely accommodate in school once the time is right. However, the Government guidance is clear that no school should penalise parents who decide to continue with home learning. Home learning resources and support will continue throughout any partial opening.

Groupings

Pupils will be in groups of no more than 10 depending on classroom size. They will remain in these groups at all times. Think of these as 'groups' to stop any potential transmission of the virus. Two adults will be assigned to each group so therefore some groups will not have their regular teacher. The pupils will only mix with the adults and children in their group throughout the day and will not play with pupils from other groups as play-time and lunch time will be staggered and zoned.

Lunch and Breaks

Lunch will be eaten in the classroom. We are asking, initially, for pupils to bring a packed lunch in throw away bags where possible. Please ensure that your child brings a water bottle with them each day. In the case of wet play, children will stay in their classroom. Pupils will be supervised at all times to ensure these requirements are followed.

Hygiene

All staff will be engaged in regular cleaning of surfaces and equipment. Pupils will wash and dry their hands and use alcohol hand sanitiser on a regular basis. Paper towels, not hand dryers, will be used to dry hands. Class groups will be supplied with tissues, and pupils instructed to 'catch it, bin it, kill it'. Staff will respond when children may become unwell or are hurt. PPE has been provided to be used only when applying first aid or sensitively supporting a child who is sick. Any personal staff-pupil contact without PPE is not recommended. Each group has a lidded bin so that all paper towels and tissues are able to be safely disposed of before being double bagged at the point of disposal. Bins will be emptied regularly.

Coats and packed lunches will remain in their classroom. Pupils must **not** bring any school bags, book bags, pencil cases, reading books or other personal items into school **except a water bottle** and their lunch. Additional clothing and PE kits will not be required. Any medical needs must be discussed with the class teacher in their group.

Year 6 (9th June)

- Three groups of no more than 10
- Mr Brouard and Mrs Sambay in Year 6 classroom **Group 6A**
- Mr Tynan/Mrs Murphy and Mrs Preston in Year 5 classroom **Group 6B**
- Mrs Mitchell and Miss Borkin in the Year 4 classroom **Group 6C**
- One pupil per desk
- Social distancing applied
- External doors and windows will be open for ventilation

The focus will be on core subjects, transition work and health and wellbeing. This will mirror the home learning packs which will be online and also posted to children at home. Whilst there will be designated times for toileting, the children will have full access to the toilet throughout the day limited to one pupil at a time. This will be co-ordinated by staff. Children will take one morning and lunchtime break. Play times will be in zones.

Year 1 (15th June)

- Three groups of no more than 10
- Mrs Vernon and Miss Rhodes in the Y1 classroom **Group 1A**
- Miss Brierley and Mrs Doyle in the Y2 classroom **Group 1B**
- Mrs Walker and Mrs Matthews in the Y3 classroom **Group 1C**
- One pupil per desk
- Social distancing applied
- External doors and windows will be open for ventilation

The focus will be on core subjects and health and wellbeing. This will mirror the home learning packs which will be online and also posted to children at home. Whilst there will be designated times for toileting, the children will have full access to the toilet throughout the day limited to one pupil at a time. This will be co-ordinated by staff. Children will take one morning and lunchtime break. Play times will be in zones.

Key Workers

Key worker children will be in the Garden Room with Miss Hassall, Miss Simmonds, Miss Baxter, Miss Cummins and Mrs Ashcroft. If you are a key worker you can access provision until Friday at 1pm. However, we ask for current practice to continue so that your child only attends as your work schedule dictates. Entry and exit via the Lawton Moor Road gate

Curriculum

All equipment in the classrooms will be cleaned on a regular basis. Teachers will ensure tasks enable socialisation between pupils through conversation,

games and activities whilst still observing safe practices. Wellbeing is an important aspect of return to school and we endeavour to support the pupils during this time.

We will promote self-marking of work, pending further safety advice. Stationery packs will be provided to all children and used exclusively by them. They should not bring pencil cases into school.

Drop off in the morning

Each group will have a separate start time. This will be sent in a separate email communication. The email will tell you the start and finish time for your child as dictated by their group. Parents/Carers must maintain social distancing when dropping off – floor markings outside will ensure this takes place. It is important that pupils do not arrive at school before their allocated drop off time. External classroom doors will remain open during drop off so that touch points are minimised. (All internal doors for spaces in use, excepting toilets, will remain open during the day for the same reason).

- Key workers will arrive at 8.50am. Lawton Moor Road Gate
- Year 6 will arrive between 8.45 and 9.05am at the Rackhouse Road Gate.
- Year 1 will arrive 8.40 and 9.10am at the Lawton Moor Road Gate

If you have more than one child in these year groups please arrive at the earliest time stated.

Pick up at home-time

Each group will have a separate pick up time. Parents/Carers will be responsible for maintaining social distancing at all times. We ask that only one parent/carer collects, as this will help support social distancing. Parents must not gather at the school gates, either on entry or exit.

- Year 6 pick-up time between 2.50 and 3.10pm (Rackhouse Road)
- Year 1 pick- up time between 2.50 and 3.10pm (Lawton Moor Road)
- Key Workers: as per work schedule (Lawton Moor Road)

If you have more than one child in these year groups please arrive at the earliest time stated.

Parents/Carers **must adhere** to the staggered drop off and pick up times - for this system to work and groups not to mix at all then the children must arrive at school and be picked up at their allocated time. Please ensure that we keep all of our school family as safe as we can.

Sickness

If a child or staff member has symptoms of Coronavirus **they must not come to school**. Anyone who develops symptoms must isolate, be tested and not return to school until it is safe to do so (i.e. a negative test or symptom free after two weeks of isolation). If your child becomes unwell please follow the Coronavirus infection guidance. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If that staff member or pupil is in your group then the **WHOLE** group will be asked to remain at home until the result of the test is known. ***I understand the difficulty this causes but we must keep everyone safe and try and minimise the contact and chance to transmit the virus further. We may need to ring you, at any time, to collect your child so please ensure that your contact details are up to date.***

PPE (Personal Protective Equipment)

The government guidance is clear that PPE should only be worn in specific circumstances in school. School staff will only be required to wear PPE if having to work closely with a child, for example, administering first aid or intimate care. PPE will also be worn by any staff member supervising a child who has symptoms of Coronavirus whilst the pupil waits to be picked up by a parent/carer.

It is important to note that should a child have an accident, for example on the playground, they will have first aid administered to them as usual (with a staff member wearing appropriate PPE).

School Uniform

We ask all pupils, from 9th June, to wear school uniform. Where possible, after a day in school, children should put the clothes they have been wearing straight into the wash and have a shower. Please ensure your child wears appropriate footwear to undertake physical exercise. During this period,

children are encouraged to wear sensible school shoes or trainers. Where possible, learning will take place outdoors, therefore please ensure children have a coat and are dressed for outdoor conditions which could include the sunshine!

Cleaning:

All classrooms will have been thoroughly cleaned and disinfected prior to children returning to school. Our school cleaners will work their current contracted hours and be available in the day also. They will report to the school office to check if any areas require specific deep cleaning. Toilets, sinks and main touch points will be cleaned throughout the day.

Staff in each group will be required, as is usual practice, to maintain a clean environment, including resources used. Disposable gloves and masks/aprons will be provided for this purpose. Anyone using classroom computers or other devices will be required to ensure that touch points are cleaned after every use. Further deep cleans will take place each Friday afternoon to ensure the site is as safe as possible.

Visitors to School

Only essential visitors to school will be allowed on site. An example of an essential visitor would be a contractor completing statutory tests which would potentially affect the health of the school community if they were not carried out. ***Parents, unfortunately, will not be allowed on site therefore any concerns regarding your child will be discussed with a staff member via telephone or email as this will help to ensure the safety of both staff and parents.***

Review

The Governing Body, in consultation with the Head Teacher, will keep the plan under constant review considering changes in government and local authority/Diocesan guidance, informed views of our community and joint decisions proposed by the local cluster of schools.

Any changes will be sent to parents via email.

Many families across the world and in our wider community have lost loved ones and friends. Our thoughts and prayers are with those families. Please let us know if you require any specific support for your family or child at this time.

With prayers,

Sarah Yates

Head Teacher