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Dear Parents and Carers,

Return to School Plans –Reception, Year 1, Year 6 and Key Worker children

We have worked hard to adapt our classrooms and outdoor space to accommodate a safe return to school for children in Reception, Year 1 and Year 6. This will be a phased return process and will only go ahead following confirmation from the Government, which is expected by 28th May.

School and classrooms will look very different for the children, in order for them to be safe, but we have worked hard to balance unfamiliar routines and settings with access to familiar staff and fun learning. Children will transition into school slowly to familiarise them with the new structures and systems and allow us to make any adjustments as we progress. In the Nursery, we will continue to accept children of key workers and vulnerable families but are unable to offer further places.

Explorers wrap-around care will only be available for key worker families in order to protect the grouping or 'bubbles'. Please complete survey in Key Worker section of this letter if you want to book this.

Common Changes for Reception, Year 1 and Year 6

Groupings: Classes will be divided into groups of 15 and led by designated staff, either a teacher or teaching assistant. These groups or 'bubbles' will be self-contained as a way of minimising the risk of spreading the virus. Teachers will split the children into groups and your child will be with at least one of their friends (if that friend chooses to come in). This is being completed and will be sent to you before the children return. There can be no changes to this group. Key worker parents and carers will need to choose whether their child joins their class group or the key worker group.

Classrooms: Tables and chairs in all classes have been set up as individual work stations, spaced 2m apart. A video of a classroom set up for returning Year 6 can be viewed here https://youtu.be/F1f_y9k8i78 and there are pictures of the Reception and Year 1 classrooms [click here](#). Year 1 and 6 children will have their own pack of stationery and books stored in a tray next to them. Reception groups will have separately boxed resources in each classroom, which will only be used by their group. Movement around the school will be restricted to keep year groups in zoned areas and there will be allocated areas in the playground for each group to access at playtimes. Lunch will be in the classroom.

What to bring in: Children should wear their uniform to school. They will need to bring in their PE kit to leave in school. Please do not bring in school bags as storage is limited so the only daily items should be lunchboxes and a water bottle, which is essential as children will not be allowed to share the water fountain.

Social distancing: While we have endeavoured to set up to establish social distancing, the reality of a school and the nature of children's interactions, particularly at break times, means that this will be challenging to enforce. It will also be difficult for a teacher to support a child stuck on the learning without breaching the 2m distancing rule. However, we are confident that we have achieved a structure that limits the opportunities for breaching the distancing measures. The concept of a group of children being part of a 'bubble' means that we contain any suspected virus.

No visitors on site: To avoid the risk of spreading the virus we will not be allowing visitors onto the site, unless it is for essential maintenance or an emergency. Parents will need to drop and wait for their child to be brought to them at the main gates, allocated according to year group. The Garrison Lane alleyway entrance will not be open.

Non-returning year groups: Home learning will continue but the teachers will be redeployed during the week to support the return to school. As such, they will not be available daily to liaise with the children although they will always respond and a regular call home will continue. The teachers will notify you of the change to their schedule via Google Classrooms, once this is confirmed.

Specific year group information: Please click on your child's year group for more detailed information. We have also included a timetable for the next two weeks. We have deliberately designed a phased return over the first two weeks to allow us to adapt and change according to renewed government guidelines and any national or borough-wide changes.

[Timetable for return](#)

[Key Workers](#)

[Reception](#)

[Year 1](#)

[Year 6](#)

We will be communicating with you further before opening. There is also an FAQ attached for any questions. Please enjoy your half-term and we look forward to seeing your children if and when they return.

Best wishes to you all,



Lisa Keogh
Headteacher

Timetable for first two weeks

Week 1	Monday 1 st	Tuesday 2 nd	Wednesday 3 rd	Thursday 4 th	Friday 5 th	Pick up/drop off	Things to bring
Year 6		9.00-1.30	9.00-3.00	9.00-3.00	PPA/deep cleaning	Ellingham Road Gates ONLY	<ul style="list-style-type: none"> • Uniform • PE kit • Lunch box Y1&6, KW; Reception week 2 only • Snacks • Water bottle • Sunscreen • Sunhats
Year 1			Grey-Thompson 8.45 – 1.30	O’Sullivan 8.45 – 1.30	PPA/deep cleaning	Harrow Close Gates ONLY	
Reception			Rabbit 8.45 – 12.00	Owl 8.45 – 12.00	PPA/deep cleaning	Harrow Close Gates ONLY	
Key Worker Nursery	8.30-11.30	8.30-11.30	8.30-11.30	8.30-11.30	8.30-11.30	Drop at Nursery door	
Key Worker	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	Either gate	
Week 2	Monday 8th	Tuesday 9th	Wednesday 10th	Thursday 11th	Friday 12th	Pick up/drop off	
Year 6	9.00-3.00	9.00-3.00	9.00-3.00	9.00-3.00	PPA/deep cleaning	Ellingham Road Gates ONLY	
Year 1	Grey-Thompson 8.45 – 3.05	Grey-Thompson 8.45 – 3.05	O’Sullivan 8.45 – 3.05	O’Sullivan 8.45 – 3.05	PPA/deep cleaning	Harrow Close Gates ONLY	
Reception	Rabbit 8.45 – 1.30	Rabbit 8.45 – 1.30	Owl 8.45 – 1.30	Owl 8.45 – 1.30	PPA/deep cleaning	Harrow Close Gates ONLY	
Key Worker Nursery	8.30-11.30	8.30-11.30	8.30-11.30	8.30-11.30	8.30-11.30	Drop at Nursery door	
Key Worker	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	8.30 or 9.10 2.30 or 3.15	Either gate	

Year 6

Year 6 children will be invited back to school on Tuesday 2nd June from 9am until 1.30pm so that they can get used to the new set up and routines and then on Wednesday and Thursday from 9am until 3pm. After the first week, the children will attend 9am-3pm, Monday to Thursday.

The planned return will work as follows:

- Each class will be split into Owens A or B group, or Weir A or B group
- Enter at Ellingham gate entrance
- Children will line up in groups outside of the building to enter via the stairs accessible via external doors
- The children will work upstairs in the Year 3 and 4 classrooms
- The curriculum will be taught over the four days with home learning provided on the Friday
- Separate work stations and individual stationery packs are provided
- Lunch will be in classes
- Break times in allocated area
- Regular handwashing in allocated areas
- Regular cleaning and wiping of surfaces
- Deep clean on Friday

Year 6 children will be welcomed to school via the Ellingham Road entrance. This is to prevent cross over between reception and Year 1 children, who will be entering via Harrow Close entrance. Social distancing should be encouraged on the way to school and only one parent should walk them to school. To minimise the number of visitors on the school premises, parents should leave their children at the gates so that children come into school on their own.

Year 1

Year 1 children will have a phased return to school. We are conscious that the transition back to school needs to be managed sensitively, as different children will have varying responses to the absence from school. As such, Grey-Thompson class will be invited back to school on Wednesday 3rd June and O'Sullivan class will be invited on Thursday 4th June from 8.45am until 1.30pm so that they can get used to the new routines and set up. This will also allow teachers to address and adjust any systems for the next week. After the first week, Grey-Thompson children will attend 8.45am – 3.05pm, Monday and Tuesday, and O'Sullivan 8.45am – 3.05pm, Wednesday and Thursday.

The planned return will work as follows:

- Each class will be split into Grey-Thompson A or B group, or O'Sullivan A or B group
- Enter and exit at Harrow Close gate entrance
- Children will be greeted by teachers and teaching assistants and line up in groups just inside the gate
- The groups will use both Y1 classrooms
- The curriculum will be taught over the two days with home learning provided for three days
- Separate work stations and individual stationery packs are provided
- Lunches will be in classes
- Break times will be in allocated area
- Regular handwashing in allocated areas
- Regular cleaning and wiping of surfaces
- Deep clean on Friday

Year 1 children will be welcomed to school and exit via the Harrow Close entrance. This is to prevent cross over between year 6, who will be entering via Ellingham Road entrance. Social distancing should be encouraged on the way to school and only one parent should walk them to school. To minimise the number of visitors on the school premises, parents should leave their children at the gates so that children come into school on their own. Staff will be there to greet them.

Reception

Reception children will have a phased return to school as we appreciate that a return to school after this absence may be unsettling for some of them. We will start with children returning from 8.45- 12 for one day in the first week, then from 8.45-1.30 for two days in the second week. As such, Rabbit class will be invited back to school on Wednesday 3rd June and Owl class will be invited on Thursday 4th June from 8.45am until 12pm, returning before lunch. After the first week, Rabbit class the children will attend 8.45am – 1.30pm, Monday and Tuesday, and Owl 8.45am – 1.30pm, Wednesday and Thursday.

The planned return will work as follows:

- Each class will be split into Rabbit A or B group, or Owl A or B group
- Enter and exit at Harrow Close gate entrance
- Children will be greeted by teachers and teaching assistants and line up in groups just inside the gate
- The groups will use both Reception classrooms
- The curriculum will be taught over the two days with home learning provided for three days
- Separate work stations and individual stationery packs are provided
- Lunches will be in classes
- Outdoor learning will be in allocated area
- Regular handwashing in allocated areas
- Regular cleaning and wiping of surfaces
- Deep clean on Friday

Reception children will be welcomed to school and exit via the Harrow Close entrance. This is to prevent cross over between year 6, who will be entering via Ellingham Road entrance. Social distancing should be encouraged on the way to school and only one parent should walk them to school. To minimise the number of visitors on the school premises, parents should leave their children at the gates so that children come into school on their own. Staff will be there to greet them.

Key Workers

All key workers should note that they face the difficult choice of allocating their children to either a group in the year group, which is not offered for a full week, or a key worker group, which is available Monday to Friday and offers before and after school care. You can let us know by clicking here: <https://forms.gle/XeAs1DyhWpVPC6LX8>.

For Nursery key worker/vulnerable group, parents should drop off and pick up promptly at the nursery gate at 8.30 and 11.30. KS1 and KS2 key worker children and invited children should note the change in timings and pick up and drop off. You can either drop off at 8.30 or 9.10 and pick up at either 2.30 or 3.15 (unless you have booked before- and after-school care). It is important that you adhere to those times to avoid mixing with the other year groups. You will need to drop off at either gate where your children will be collected by a member of their group.

In Nursery, where social distancing is not viable, surfaces have been cleared and all resources are cleaned daily. For the other children, they will be allocated a classroom and the tables will be set out

for social distancing. Their break and lunches will be staggered along with the other year groups. The planned return will work as follows:

- Enter and exit at either gate entrance
- Children will be greeted by teachers and teaching assistants and line up in groups just inside the gate
- The groups will be allocated a classroom
- A mix of child care and home learning will be offered for your children
- Separate work stations and individual stationery packs are provided
- Lunches will be in classes
- Outdoor learning will be in allocated area
- Regular handwashing in allocated areas
- Regular cleaning and wiping of surfaces
- Deep clean on Friday

Room layout pictures

Reception



Year One

