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Dear Parents and Carers,

I hope you had an enjoyable summer and were able to take advantage of the loosening of lockdown restrictions. We are all looking forward to welcoming your children back as, while all children had the opportunity to come into school for at least one day by the end of the summer term, we haven't seen some of them properly since March. All of the staff have been busy finalising the adaptations required to safely open the school on Monday 7<sup>th</sup> September and we have taken every measure possible within the context of our school and in line with guidance from the Department for Education. I want to share some of these measures before you bring your children into school but please rest assured that we will continually review how everything is working and make immediate changes if things are not going to plan.

#### **Logistics for the start and end of the day**

To maintain social distancing, timings for drop off and pick up have been staggered and gates have been allocated across year groups: Harrow Close gate for Nursery, Reception, Year 1 and Year 2 and the Ellingham Road gate for Year 3, 4, 5 and 6. Please walk to school wherever possible to arrive at the designated time. The waiting area is marked in 2 metre slots however we recommend that you wear a mask in the event of social distancing being breached. Please leave promptly when your child has been handed over: tempting as it is to wave to them through the gate and catch up with other parents, it can cause crowding and slow down the process of getting children into class. Nursery parents can enter the Harrow Close gate to drop their children promptly at the Nursery gate.

We are aware that your children may be anxious so class teachers and senior leaders will be on duty so that you can hand over your child at the gate as parents and carers will not be permitted on site. Each class will have an allocated area for lining up on the school premises and if you are dropping off more than one child before their specified time they will be able to enter school and line up.

<b>Year group</b>	<b>Gate</b>	<b>Drop off</b>	<b>Collection</b>
Nursery	Harrow Close	8.30	11.30
Reception	Harrow Close	8.45	3.05
Year 1	Harrow Close	8.40	3.05
Year 2	Harrow Close	8.35	3.00
Year 3	Ellingham Road	8.35	3.05
Year 4	Ellingham Road	8.40	3.10
Year 5	Ellingham Road	8.45	3.15
Year 6	Ellingham Road	8.50	3.20

It is possible that there may be some level of crowding at pick-up time if more than one child is being collected and we are organising areas for parents to wait. Explorers morning and after school club will be operating its usual hours, from 7.30am and until 4.30pm and 6.00pm for its afternoon sessions. Children can use either gate to enter and Explorers staff will meet you at the main door. Please ensure that you are in school by 8.15am latest to avoid clashing with Nursery parents entering school from 8.25am.

### **What to bring to school**

Children should bring in the following to limit potential spread of the virus:

Stationery in their own pencil case:

**KS1:** Pencil, colouring pencils, sharpener, ruler, glue stick, rubber

**Optional** - white board pen, white board rubber and scissors.

**KS2:** Blue handwriting pen (not biro), pencil, ruler, rubber, glue stick, sharpener, colour pencils

**Optional** - felt tips, scissors white board pen, white board rubber and protractor

*If you have any problem sourcing these, we can provide them in school.*

- Labelled water bottles
- Book bags/school bags
- PE kits (to leave in school locker)
- Lunch boxes

If your child has medical needs, could you please ensure that they bring in their medicine with a completed form on the first day? Click [here](#) for form.

### **Measures during the school day**

From Year 1 to Year 6, each class will be a **distinct separate group** and the children and adults in that class will remain socially distanced from others in school. Children within the class are not required to socially distance so are able to work in groups in the classroom and play with each other at break times. All of the children in Reception will be treated as one group as it is difficult to split their environment, particularly outside, which makes up a significant part of the day.

The children will enter the school with their teacher, taking **different routes at different times** through the school to avoid crossing paths. **Hand hygiene** is important and children will wash their hands before and after every break and lunch time and after any visit to the toilet. There is a sink in the classroom and in the toilets. Each year group has a set of toilets allocated to them.

Desks will face forwards for teaching input and independent work but there may be an element of group work. Children will keep their **own pencil cases** and **labelled water bottles** in a set place in class. Children will have access to their locker for **coats, bags** and **PE kits**. **Lunch boxes** will be stored in the classroom.

Classes will keep to their particular zoned area during the day and have an allocated time and zoned space for a 20-minute break time. All children will be talked through the new procedures. Click [here](#) for more details on zones and timetable.

### **Lunches**

Our lunchtime rota for eating has been staggered to ensure that the children are not crowded into one space. Children will be eating in the dining hall one-year group at a time, each class socially distanced from the other. Approximately 15 minutes has been allocated to eating and 30 minutes to playing, shortening the lunchtime to 45 minutes. Please ensure snacks and lunchboxes are healthy. Snacks should be a piece of fruit or vegetable, not a cereal or fruit bar. Lunch boxes should not include sweets.

Meals for Reception, Year 1 and Year 2 are free due to government funding and we would encourage you to take up this offer. All meals should be booked via [www.feedinghungryminds.co.uk](http://www.feedinghungryminds.co.uk).

### **School Routines**

We are following government guidelines and have adapted the school day as a consequent. While we have staggered the start and end point of the day, breaks and lunches, we have endeavoured to keep the same amount of teaching time so that children's learning is not impacted. The curriculum will continue as planned but all teachers are fully aware that children will be at different points in their learning and understanding. Assessing what children understand and identifying gaps is all part of the usual practice of teaching and we will not be implementing excessive testing. We will be making adjustments to ensure that the children's well-being is prioritised; for many of them, this lockdown has been incredibly challenging and we are ready to support them and provide the normality of school-life that is so important for them.

Music lessons and PE lessons will continue and we will abide by the guidelines to distance groups and enhance cleaning around this. Assemblies will not take place in the hall but senior leaders will run virtual assemblies and we are planning for classes to lead virtual assemblies across the school. It is important that children have the opportunity to engage with the whole school as opportunities to do so throughout the school day will be limited by social distancing and zoning.

### **Keeping safe**

**Important – do not come to school if you or a member of your household suspects they may have symptoms. You need to self-isolate and organise a test. Please let the school know if you test positive.**

- We are following the government guidelines provided for schools. The DfE has provided [government guidance for parents](#)
- Children are in groups and these groups, and adults within the groups, will be kept separate from each other
- Regular handwashing is timetabled and adults are briefed to be diligent
- Enhanced cleaning regime will include an additional cleaner at lunchtime and a cleaning pack for classrooms and shared areas
- Masks are not mandatory in school. Some clinically vulnerable staff have been given the option to wear a plastic visor in class or a mask if in close contact with others. Staff, who change nappies or who have to deal with a suspected case of coronavirus, will wear PPE
- Adaptations have been made to the routines of the day
- The children's safety and well-being are our priority

### **Thank you – we can't wait to see the children**

We want to thank you for your support with this return to school. We have tried our best to make sensible changes to minimise risk but, in the first week, we'll have a better idea of just how practical and realistic they are. It may be frustrating at times but please bear with us as we establish the best way forward, which might involve some changes.

We are really looking forward to seeing the children next week.

**Mrs Keogh and the Ellingham Team**

## Break and Lunchtime Timetable and Zones

Break Timings by Year Group			
Year group	Time	Zone	
Year 1	10.10	Trim trail	Y1 space
Year 2	10.10	Zone 3	Zone 4
Year 3	10.30	Zone 3	Zone 4
Year 4	10.50	Zone 3	Zone 4
Year 5	10.30	Zone 1	Zone 2
Year 6	10.50	Zone 1	Zone 2

ZONES – not to scale				Key to Zones	
	Car park	1			
	Trim Trail	2			
5					
	School Building	Y1	3		Trim Trail/Y1 space
					1,2 - upper courts
6		Y1	4		3, 4 - lower courts/by hall
	4			5 - Front of school	
			Hall		6 - front of school