

Sparsholt C. E. Primary School

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Friday, 22 May 2020

Dear Parents and Carers,

We hope you are all well and that as lockdown restrictions are being eased, some normality is being restored.

At the time of writing, the Government are still asking schools to open from the 1st June to Year R, Year 1 and Year 6 pupils and also to continue to provide supervision for the children of Key workers, children with EHCPs and those who may be considered vulnerable. Schools have also been asked to continue to provide home learning for pupils who are being cared for at home.

Since the government announcement, the whole staff team have been working on a plan as to how to best accommodate all of our pupils to keep everyone as safe as possible whilst at school. We have developed our plan in line with the Government's guidance on social distancing in schools and the use of 'bubbles' as explained in my previous letter.

Groups (Bubbles)

As a school, we have divided our eligible pupils into six bubbles to allow us to have groups of no more than 15 pupils as per the Government advice. This approach has meant that all class teachers and learning support assistants will be with their group throughout the school week. In addition, staff will also be preparing home learning activities for all children, including those in year groups who have been invited into school but have opted to remain at home.

The staffing arrangements for the bubbles are provisionally as follows:

- Year 6 pupils will be with either Mr McGettigan or Mrs Gwilliam.
- Year 1 pupils from Beech will be with Miss Barber and Mrs Clarke/Mrs Leitzel
- Willow class pupils will be either with Mrs Wollam / Mrs Morrissey and Mr Sawyerr and Miss Burbridge and Mrs Williams.
- The children will remain in their allocated bubbles all week with the same adults, except for when there is a job share
- Children will not be allowed to mix with children from other 'bubbles' at any time during the day, to limit the risk of spreading any possible infection should anyone become unwell.

Individual bubbles

I'm sure you will appreciate that the logistics of a plan such as this is not straightforward. We therefore ask for your understanding that your child may not be with all of their friends but please know that we have done everything we can to ensure they are grouped with at least some of their friends.

We will not be able to accommodate any requests for changes to the groups as we also have had to take into account keeping family members together if they are in the same year group.

School Week

- School will be open Monday through to **Friday lunchtime**.
- School will be closed to all pupils during Friday afternoon except for those who are in the Key worker bubble.

- Friday afternoon will be used for staff to prepare lessons for those in school and home learning for those not in school.
- This time will also be used to deep clean resources and prepare the site for the following week.

Please note: to reduce the risk of cross contamination between bubbles, we regret to say that we will NOT be able to offer After School Clubs or any After School Care for the foreseeable future.

Drop off and pick up times

- The school will be operating a staggered pick-up and drop-off system to ensure parents and pupils can maintain social distancing at these times.
- It is imperative that parents strictly adhere to these timings.

Please note: We regret that parents will NOT be permitted to come onto the school site due to the risk of infection.

- Children will be met at the gate by their teachers before entering the school site together safely.
- If parents need to speak to the admin staff then they will need to either telephone or email. Messages for teachers will also need to be relayed through the school office as teachers will not be in a position to talk at length to parents at drop off or pick up due to their priority in keeping their bubble together and safe.
- If necessary teachers will be able to telephone parents to discuss matters further if needed.
- It is essential that parents do not allow their children to come into contact with other children (except when adhering to the 2m rule) at these busy times.
- Can we respectfully ask you to ensure that you drop your children and leave the car park immediately to ensure other parents can enter the car park safely and follow social distancing protocols.

Timings:

| Year Group | Monday –Friday | | Monday- Thursday | Friday |
|---------------------|-----------------------|--|-------------------------|----------------|
| | Drop Off | | Pick Up | Pick Up |
| Year R | 9.25am | | 2.45pm | 12.45pm |
| Year 1 | 9.10am | | 3.00pm | 1.00pm |
| Year 6 | 8.55am | | 3.15pm | 1.15pm |
| Key worker children | 8.40am | | 3.30pm | 3.30pm |

Drop Off Locations:

- Key Worker's children, Year R and Year 1 pupils should wait by the front gate in the marked out areas ensuring social distancing is adhered to. Teachers will meet the children in this area to then take them into school.
- Year 6 pupils should wait on the school field in the marked out areas ensuring they adhere to social distancing. They will be met on the school field by their teachers and taken across to school.

Pick Up locations:

- All parents should wait on the school field adhering to social distancing protocols at the allocated pick-up time indicated above.
- Pupils will be brought across to the parents for collection.
- We request that parents leave the site immediately to allow others to enter safely at the times allocated for their children.

School uniform

- Children should come to school in their school uniforms.
- If children have grown out of items such as school shoes, then please send them in, in a sensible alternative.

Face Masks:

Please find below the Government guidelines for the wearing of face masks in a school setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Personal protective equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

Lunches

- As the hall is being used to house a 'bubble', children will be eating lunch in their classrooms.
- The kitchen will be able to provide packed lunches for those who wish to purchase them or are eligible for Universal Free School Meals and Free School Meals.
- Payment for school provided packed lunches should be **in advance**, online or cheque to the school office
- For children who are bringing packed lunches in from home, please can we request that children can independently open and eat what is provided to limit the need for assistance and therefore any risk to children and staff.

Playtimes and lunch break

- Children will not be able to interact with children from other 'bubbles' at these times. The playground and field will be divided into sections for each bubble and staggered playtimes will be organised so the children can enjoy some fresh air during the day.
- The use of play equipment during these times will need to be limited due to guidelines about risk of infection.

Classroom set up

- Each classroom / space has been set up to enable social distancing and free movement around the classroom for staff.
- In order to keep to the Government guidelines, we have had to remove a lot of items from the classrooms so can we ask that you please gently prepare your child for the fact that the classrooms may not look exactly the same as they did the last time they were at school.
- Each child will be provided with their own workstation and a pack of equipment and resources that they will need.
- Children will store all their equipment including lunch boxes, PE Kits etc. at their station to limit need for movement around the classroom and around school.

Items from home

- Children should **NOT** bring any items from home except for their packed lunches and a labelled water bottle.
- Please do not send children with book bags, rucksacks, pencil cases, toys etc.
- PE kits will need to be kept at school.
- PE Kits and coats will be kept with the child in their work space.
- As children will be collected from the field at the end of the day, please can we ask that your child brings a coat with them in case of inclement weather.

Social distancing protocols and handwashing

- We will continue to remind pupils of the importance of social distancing and will try to ensure planned activities take into account the need for this while following Government guidelines in respect to younger pupils.
- We will maintain good hygiene routines including regular handwashing and will supervise children doing this.
- Please can we ask that you have an in-depth conversation with your children about the importance of the above when in school.

First Aid/ Intimate Care

- Mrs Williams will be our designated First Aider and will wear PPE at all times so that she can attend immediately to any first aid needs.

Illness / Coronavirus symptoms

- It is essential that children **DO NOT** attend school if they or a member of their household has symptoms of coronavirus.
- If children arrive at school with symptoms they will be immediately sent home.
- It is very important that parents are vigilant about symptoms to minimise the spread of the virus in the school.

What happens if there is a confirmed case of coronavirus in school?

- *When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.*
- *All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.*
- *Where the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.*

Due to all of our staff being needed at this first stage of return, if a member of staff becomes ill for any reason and is not able to come to school, due to our being at maximum staffing capacity, we may be forced to reduce the numbers of children in school. Can we therefore politely request that you put in place a plan for childcare arrangements if this eventuality was to occur.

Whilst our date for a return to school is still not 100% set in stone at time of writing (a date of the 28th May has been set for this by the Government), all of the above will still apply when we do return. Please be aware however that some details may have to change due to further Government guidance or staffing issues.

We will continue to keep you informed as the Government finalise its decisions around school return, but please be assured that whatever happens we will continue to support children's learning whether they are in school or at home.

Thank you again for all your support and understanding through what has been a very challenging few months for everyone and we look forward to welcoming more children back into school as soon as is possible.

Kind regards,



Mrs Hanratty
Headteacher



Mrs Gwilliam
Deputy Headteacher