



**Together we inspire, together we nurture, together we achieve.**

8<sup>th</sup> July 2020

Dear Parents/Carers



## **September – Arrangements and Procedures**

Further to my message on Friday, I am writing to you to confirm the staffing arrangements and both outline and clarify the procedures for September.

As I am sure you are now aware, the government has indicated that ALL children will be returning to school in September in ALL year groups. Whilst there has been a significant reduction in the cases of Coronavirus, we are expected to open in September with safety and control measures fully implemented. Therefore, whilst school will be open to ALL children, there will be changes to the routines and daily procedures that I will outline below:



### **The 'key' Principles**

The concept of group 'bubbles' and good hygiene practice is very much at the heart of our approach to opening to all children in September and is the key underlying message in the guidance produced by Government. Fox, Owls, Otters and Kestrel Class will all be in their own separate bubble. The advice from government is that these bubbles can be up to 30 in size. No bubble at Lewannick exceeds this number.

Each bubble will have specified staff that work in that bubble and will not cross a bubble unless in an emergency or is deemed necessary. The bubbles will NOT mix during the school day. This significantly reduces the chance of transmission of any virus across bubbles and is a key infection control.



In addition, children will be washing their hands at least six times a day. We have learnt a lot about this during the last three months and have a range of effective and appropriate hand cleaning methods available. For the children who have been at school during this time, this has become second nature.

As part of the hygiene processes, we will be continuing to promote and emphasise the 'catch it, bin it, kill it,' message for sneezes, coughs and tissues. Again this is advised in the government's guidance.



Over the course of the last three months, these principles have been central to our approach and we have strong evidence to indicate that these are effectively applied at Lewannick.

### **'Drop Off' Arrangements – The Start of the Day**

In order to reduce the number of children arriving at the same time, we have decided to stagger the start of the school day by having 2 drop off 'slots'. The 'one-way' system in place currently at school in the car park, complete with waiting points, will be in operation in September. We will do a video 'walk-through' of this and post to our Facebook page and website showing how this will work.

It is vital to reducing the numbers of people in proximity to each other, that we ask you to ensure you drop your child in the allocated time. We also request that once you have dropped your child off, you leave the premises as soon as possible to enable and assist us with the continued flow of children arriving.



Respect

Happiness

Creativity

Friendship

Perseverance

Otter Class and Kestrel Class will arrive between 8.30am and 8.45am

Owl and Fox Class will arrive between 8.45am and 9am

The children will all enter their classes via a separate door so that there are no 'pinch' points or proximity to another class. Staff will be on hand daily to assist you and the children.

### **What a child WILL and WILL NOT need**

School Uniform – up until the October half term, wearing of school uniform is OPTIONAL. After October half term, all children will be expected to wear school uniform.

Please ensure your child brings a PE kit with them that is able to stay in school. Children will be taking part in non-contact PE sessions as part of their curricular entitlement.

Your child will need a clearly labelled or recognisable water bottle.

Until October half term, we are asking that NO pencil cases come into school with your child. Each child will have their own resources provided for them by the teacher that only they use to avoid unnecessary sharing of equipment.

Home School Reading Folder – your child will be able to continue to change their reading book to take home as before. When returned, the reading book will be unavailable to other children for a few days to reduce the risk of potential viral transmission.

We are asking for your support in providing your child with an over-sized t-shirt or shirt to use as a painting/art apron. Normally, these are shared in school, but with their own personal apron, we can further reduce the sharing needed.

A break time snack that is healthy. As we are reducing the point of shared contact, money cannot be taken in the fruit tuck shop in school. Therefore there will be no 'fruit tuck shop' or snack available to buy until after October half term at the earliest.

As it has been widely acknowledged as being effective at reducing the transmission risk, we will be doing a lot of outdoor learning where possible. To that end, your child will need waterproofs and wellington boots in school at all times. Alongside this, they also need a sun hat and sun cream available. Children will be outside at break times unless it is inclement weather.

### **Break times**

As it is currently, break times will be staggered and the playground and field etc. will be divided up so that 'bubbles' can have their own area and not mix with other children from other bubbles. Staff are currently planning the timetable for this. The timings of these breaks will be flexible, but children will get a minimum 15 minute break around mid-morning and for younger children, a short break as necessary in the afternoon.

### **Lunchtime**

Children will have a choice of bringing in a packed lunch from home or order a school cooked meal each day as normal. The menu will follow in due course once published by Chartwells, our provider. In order to ensure children maintain their bubble principle at lunch time, they will eat in their classrooms and staff will ensure that tables are wiped down thoroughly. Collection of hot meals will be facilitated by the staff.

Lunch time will be staggered.

Fox Class and Owl Class will have their lunch in their separate spaces between 11.45am and 12.45pm.

Otters and Kestrel Class will have their lunch in their separate spaces between 12.15pm and 1.15pm.

As for break time, the use of the playground will be divided in order to maintain the bubble principle.

In light of the staggered pick up explained later in this letter, it is anticipated that both Otter and Kestrel Class will get a 10-15 minute break in the afternoon.

### **'Pick up' Arrangements – The End of the Day**

The end of the day arrangements are a mirror of the drop off again to facilitate numbers.

Owls and Fox children will be collected between 3.15pm and 3.30pm

Otters and Kestrel children will be collected between 3.30pm and 3.45pm

Again to aid the fluency of this system, we ask that parents and carers arrive and collect within the allotted time frame.

### **Contacting Staff**

We understand that there may be times when you need to speak with your child's class teacher, Mrs Cook or myself. There will be many times when this is only a brief discussion and can take place at pick up or drop off. However, for conversations where more time is needed or requiring more confidentiality, please email your child's class teacher or email Mrs Patterson in the office and a video call can be set up. If video calling is not possible, the member of staff or me will contact you via telephone.

Contacting Mrs Patterson must take place via phone call or email unless it is absolutely necessary to visit the school office. The office is marked out to ensure social distancing and we ask that you support us with following the guidance.

### **Curriculum**

All children will be returning to a normal curriculum in September. Staff will be publishing the topic overview and learning webs in due course.

We recognise that for many children this will be their first time back in school in over 6 months. To ensure that we can support them to make this return as effectively as possible, the first few weeks back in September will have a strong focus on reintegration and the 'coming back together' of classes and the school alongside core and wider subjects. These first few weeks back will also be used to assess (not test but observe and evaluate), where the children are at and what the needed next steps are.

As all children are expected to attend school from the first day in September, home learning packs and online learning will end on July 21<sup>st</sup> (the last day of this academic year). Thank you for all your efforts with this over the past 3+ months.

### **Breakfast Club and After School Clubs**

At this time, the plan is to re-start breakfast and after school clubs after October half term. Currently, we need time to assess the operational procedures in September and then plan how we can broaden out our provision effectively after October half term. We will of course keep you fully updated with our plans for this and thank you for your patience.

### **Home School Agreement**

At the start of the new year in September, we will be sending home a new home school agreement for you to sign that further outlines the content of this letter.

### **Response to Covid-19 Cases**

In the event that there are positive cases from September, we will be following the advice set out from the Department of Education and Public Health England. Decisions around responses and any necessary closures of bubbles or school would only be taken on advisement and guidance from the Department of Education or Public Health England. In the event of positive cases, I would as always, be in constant communication with you.

### **Summary**

These are the main points of our planned approach from September. I will be holding a live Q&A session on our Facebook page later this week – date and time to follow.

In essence, safety remains the top priority alongside returning the children to their education and social interactions. These measures are the safest and most considered way we feel able to meet these aims.

After 3+ months of effectively managing education at this time, I and the staff feel confident that our systems work well.

However, for many of you I understand that this will be a time of caution and possible anxiety. Please do contact myself or staff at the school with any questions you may have in relation to the processes and procedures outlined above or feel free to post them to be answered in the live Q&A later this week.

### **Classes – September 20**

All children returning in September will be starting the year in the year group that they were anticipating to start in.

**Fox Class (Pre School/Yr R)** – Miss Rydqvist

**Owls Class (Yr 1/2)** – Miss Wakley

**Otters Class (Yr 3/4)** – Mrs Cook

**Kestrel Class (Yr 5/6)** – Mr Masters & Mrs Morris

NB – In Kestrel Class, Mr Masters will teach the Year 5 children English and Maths in Kestrel Class every morning and Mrs Morris will teach Year 6 children English and Maths every morning in a classroom set up in the hall. The children in Year 5 and 6 will be taught together in Kestrel Class in the afternoons by Mr Masters.

I appreciate this has been a significant and lengthy letter and I thank you for taking the time to read it.

Hopefully this has given you a global overview of how the school will operate in September and the necessary information to either answer any questions you may have had or inform you to enable you to formulate questions.

As always, my and the staff focus and priority is on the safety and welfare of the children and they have always been my top concern. We hope that come September these processes and arrangements will enable all the children to successfully come back to school and make the progress that enables them to fulfil their enormous potential.

As always, please do not hesitate to get in touch.

Thank you for your on-going support and commitment to our school.

Best wishes

Mr Fugill