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Friday 22<sup>nd</sup> May 2020

**Dear Parents/Carers**

Following the government’s announcement that schools may reopen on 1<sup>st</sup> June, I am writing to share with you the arrangements we have implemented to try to ensure the safety of staff and children who are returning to school.

**Please note that all of the plans I am writing to you about are subject to lots of uncertainties so nothing is definite. The guidance from the government changes daily so therefore our plans are having to adapt regularly. We understand that the government is going to make a decision on the 28th of May.**

All our decisions when carrying out the risk assessment on phased re-opening were based on the following principles and in this order of priority:

- 1. SAFETY/ SAFEGUARDING: Safety and protection of our children, staff and community**
- 2. HAPPINESS/ WELLBEING: Mental health and wellbeing of our children, staff and community**

**It is important that you are aware that children of Infant age will not be socially distancing 2 metres apart. This is an impossible expectation on a group of 3- 6 year olds, and the government guidance is not suggesting that this is what we should be doing. Where possible we will be asking and encouraging the children to socially distance and tables will be 2 metres apart, but you must understand this will not be possible at all times.**

For us being an Infant and Nursery School welcoming Nursery, Reception and Year 1 back full-time on June the 1<sup>st</sup> would not be a phased return to school; as nearly our whole community would be returning.

Therefore we have taken the decision to welcome back **Nursery and Classes 1 and 2 children part-time and Classes 3 and 4 for four and half days**, as our **first step in our phased return to school.**

<b>Classes 1 and 2</b>	<b>Am or Pm Session Mon-Fri</b>				
	<b>Am 9-12pm</b>				
	<b>Pm 12.30pm -3.30pm</b>				
	<b>CHILDREN WILL NOT STAY FOR LUNCH</b>				
<b>Classes 3 &amp;4</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds pm- closed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Nursery</b>	<b>Group A Mon and Tues</b>		<b>Weds Closed</b>	<b>Group B Thurs and Fri</b>	

We recognise that some of you may have concerns about your child returning to school and that another change will be unsettling for some children. Therefore we have endeavoured to put arrangements and routines in place, to enable Nursery, Reception and Year 1 children to settle well and feel safe in the school environment.

### KEY WORKERS' CHILDREN & VULNERABLE CHILDREN PROVISION

We shall still be offering provision for Key Workers' children and Vulnerable children in Year 2 during the main school day hours. Year 2 Key Workers' children and Vulnerable childrens' parents/ carers will also be informed next week of the new arrangements for them. Year 1 children currently accessing Key Worker emergency schooling will stay in their groups and provision will be made for their extended hours.

### SCHOOL STAFF

Staff issues were an area that we took into consideration when carrying out the risk assessment. Some of our staff are currently working from home, shielding clinically extremely vulnerable partners and therefore this situation reduces our overall workforce. Many staff have young children of their own and there may be times when due to child care issues or sickness in the family, teachers or teaching assistants may not be able to come into school; this would impact upon the number of children we could safely have in school if such circumstances should arise.

### Arrangements for returning to school

We have implemented the following measures for when the children return to school:-

Entering and leaving the school site.	<ul style="list-style-type: none"><li>● Start and finish times will be staggered.</li><li>● There will be a one way system in place- This will help eliminate groups of people gathering in the narrow areas around the school</li><li>● If you have children in more than one group, you may drop them both/all at the earlier time.</li><li>● Parents/carers wait on allocated crosses; School staff will dismiss child/ call children forward when the parent is seen.</li><li>● Parents/carers are advised to abide by social distancing guidelines while on school site. Parents/carers are advised not to gather outside the school site.</li><li>● <b>PARENTS/CARERS WILL NOT BE ALLOWED TO ENTER THE SCHOOL BUILDING</b></li><li>● Parents/Carers will be informed next week of their start and finish times and where to drop off and collect their children. This may not be your normal entrance and exit points.</li><li>● <b>Please may we ask parents to arrive at their allocated times. Late comers will risk being turned away.</b></li></ul>
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Communication	<ul style="list-style-type: none"> <li>● Messages should be sent by email/phone to the school office – not to the person receiving the children. <a href="mailto:stjohnsglastonbury@educ.somerset.gov.uk">stjohnsglastonbury@educ.somerset.gov.uk</a> 01458 832085</li> </ul>
School Uniform and personal belongings	<ul style="list-style-type: none"> <li>● Children will not be required to wear school uniforms when returning from 1st June. Clean clothes to be worn daily when possible.</li> <li>● Children only need to bring in a named water bottle, sunhat and change of clothes.</li> <li>● All other personal belongings to be left at home.</li> </ul>
Key Groups	<p>To enhance the safety of the children returning to school we will be dividing them into small key groups (sometimes referred to as 'bubble groups').</p> <ul style="list-style-type: none"> <li>● Each group will be allocated a classroom in the school, which will be their base for the day.</li> <li>● Each group will also be allocated an outdoor space to play in.</li> <li>● Some groups will be led by a teacher, some by teaching assistants. All work will be planned by the teachers.</li> <li>● There will be at least 2 adults allocated to each key group.</li> <li>● The children will remain in their groups throughout the day, so as to reduce risk of infection spreading through the school. The groups will not be mixed.</li> <li>● If a member of staff is ill or unable to attend school, it may be necessary for all children in one key group to stay at home. If this is the case, you will be informed by 8.30 am at the latest.</li> <li>● There will be no large gatherings, and assemblies will take place in the key groups in classrooms.</li> <li>● There will be no wrap around care e.g. Breakfast Club or After School (JB's) Club for non- Key Worker children.</li> </ul>
Handwashing and cleaning	<ul style="list-style-type: none"> <li>● Children will be encouraged to wash their hands regularly throughout the school day, including on arrival.</li> <li>● In addition to our regular contracted cleaning, during a school day: - All communal areas of the classroom will be cleaned at lunchtimes, including any area or surface that more than one person may have touched, for example: door handles, light switches, taps, soap dispensers.</li> <li>● All doors except locked doors, fire doors or internal toilet doors will be wedged open to provide ventilation.</li> <li>● For Nursery, Rabbits and Hedgehogs classes, there will be a complete change of resources and clean of equipment, between groups.</li> </ul>

Lunch Times	<ul style="list-style-type: none"> <li>● The children will wash or sanitise their hands before eating.</li> <li>● Rabbits and Hedgehog Classes will eat at home.</li> <li>● Otters and Year 1 Foxes -Only school provided packed lunches/packed lunches from home will be eaten.</li> <li>● Lunch staff will deliver the packed lunches to Otter Class groups and Fox Class (Y1) children to eat in their key group rooms.</li> <li>● Lunch time play will be staggered, to ensure the small groups do not mix together.</li> <li>● Each group will play in their own allocated area of the playground.</li> <li>● Nursery staff will hand out packed lunches to the Nursery children in their room.</li> </ul>
Preparing my child for returning to school	<ul style="list-style-type: none"> <li>● Transition social stories will be sent out by the school and you may find these useful to work through with your child.</li> <li>● Talk to your child about what to expect when they come back to school, as well as about what they are looking forward to and any worries they have.</li> <li>● Teachers will record a virtual tour of their classroom and will talk through some of the changes. Watch this with your child and encourage them to talk about the differences and ask questions. Message your teacher with any questions.</li> <li>● Talk to your child about the importance of hygiene and hand washing. Ensure that your children can wash their hands properly (20 seconds) and monitor that they are able to do this independently if appropriate to their age range.</li> </ul>
Home Learning	<ul style="list-style-type: none"> <li>● We will continue to provide home learning to all children across the school. This will include those year groups that have been invited back but whose parents/carers have made the decision to keep them at home, as well as for children in Year 2.</li> <li>● Please be aware that all class teachers will be leading groups of children in school during the day, so may not be able to respond to your messages immediately.</li> </ul>

If you decide to not return your child on 1st June and then change your mind or your work circumstances change, that is fine but we will only re-admit children at the start of each week, so you would need to wait until the following Monday. This is because we have to make staffing arrangements in advance based on numbers of children.

**As we take these measures to keep your children safe, can we please ask you to support us in keeping our staff safe by following government guidelines. Please abide by social distancing in your community.**

Finally I am sorry for the length of this letter and appreciate there is a lot of information to digest. However I felt it was important to explain in detail, measures we have put in place to enable the children to have as safe an environment as possible in which to learn and play.

Stay safe and well

Very best wishes to all our families

Wendy Turner

Headteacher