

Dear parents/carers,

Following confirmation from the government that schools are to reopen, in a safe way, for children of nursery age, reception, year 1 and year 6, I would like to share with you the details around the arrangements we have put in place in order to reopen.

Early this month we contacted all families with children in nursery, reception, year 1 and year 6 to find out if parents/carers would be comfortable for their child to return to school. As was discussed, we are happy to welcome pupils back to the school but are aware that some parents/carers will not want their child to return at this moment in time. There is no pressure for your child to return, although I would ask that if you decide that the time is right, over the coming weeks, for your child to return that you contact the school at least one day before you wish for them to return. This will allow us to organise which 'pod' they will be placed in.

To support the smooth return of more pupils to school we will be implementing a staggered start to the school day:

Monday 1st June

	Start time	Finish time
Key worker & vulnerable	8:45	3:00
Nursery	Not at school	
Reception	Not at school	
Year 1	Not at school	
Year 6	11:00	3:00

Tuesday 2nd June

	Start time	Finish time
Key worker & vulnerable	8:45	3:00
Nursery	8:45	11:50
Reception	8:45	3:00
Year 1	9:00	3:15
Year 6	9:00	3:15

If you have children who would start at both times, please bring them to school for 8:45 and they will finish at 3:00.

It is very important that pupils arrive at the time stated so that we do not have large numbers of pupils arriving at the same time.

To ensure that social distancing is possible on the school site, I have introduced a one-way system both inside and outside of the building. The **only entry to the school site** to bring your child to school is via the **gate from Murrayside Park** (Murrayside Rec). Parents will then leave their child at the opening between the year 6 classrooms and the hall where they will be collected by a member of staff. Parents then need to walk through the KS2 playground into the KS1 playground and **exit the school site by the gate to Nacton Road**. I appreciate this is inconvenient but by walking through the school site in one direction the risk of not being able to distance yourself from others is reduced. Additionally, can I ask that you leave the school site as soon as you have passed your child over to a member of staff.

Collection of your child at 3:00 pm or 3:15 pm will follow the same process. Enter the site through the Murrayside Park gate. The pupils will be lined up waiting to be dismissed from the opening between the year 6 classrooms and the hall. Please be patient, pupils will be dismissed one at a time to allow for social distancing. Once

you have collected your child, please continue to walk through the KS2 playground into the KS1 playground and leave the site through the gate to Nacton Road.

Parents of children who attend the nursery will collect their child at 11:50 am from the gate through which the children are normally dismissed. Again, pupils will be dismissed individually so please be patient.

Can I respectfully remind people to adhere to social distancing rules when on school site.

If at all possible, please do not come into school. If you need to speak to a member of staff either phone or email; I must limit the number of people on site at all times therefore face to face meetings will not happen unless I deem them urgent. If you do need to come unannounced to the school, I can only allow one person into the reception area at a time, if there is someone already in reception please wait outside until they leave.

Everyone who enters the school will need to wash/sanitise their hands and repeat hourly throughout the day; sanitiser stations have been placed at entry points to the building. Within the school building I have implemented a one-way system. To help the pupils to move around the school, 2m markings have been taped out in corridors with arrows indicating which direction they are to walk. Toilets will be monitored to ensure that social distancing can take place and they do not become too crowded.

Pupils will be placed within a 'pod' for their lessons, playtime and lunch. Pods will consist of no more than 12 pupils and two adults. **Pupils can not move from one pod to another.** Playtime and lunchtime will be staggered; during playtime, pods will be directed to specific areas of the playground to play. Lunch will be an hour with half of the school eating before play and the other playing before eating. Some pods will eat in their classrooms so that parts of the school do not become overcrowded. Pupils should wear their uniform as far as possible.

Each pod has been allocated a classroom. Some furniture has been removed from these rooms to allow for desks to be separated and each pupil will be issued with

their own pencil case and resources. Classrooms, and the rest of the school, will be cleaned routinely throughout the day.

We will be following the normal curriculum as far as possible, with the distance learning on Google Classroom mirroring the lessons delivered in school where appropriate; distance learning will continue for those pupils who are not returning although we ask that work is completed online. If families are struggling with devices to access Google Classroom please contact the school. PE lessons will take place twice a week, your child will be informed of what days of the week on the first day back. Over the first few days we will have several activities to support your child with their return back to school.

I am aware that these are very challenging times and therefore we are doing everything we can to ensure that your child's return to school, whenever that may be, is safe and your child is supported. I will speak to all of the pupils on their first day back to explain the changes and to help them to transition back into school. As we move forward it may become necessary to make some changes to what we are doing and how we are doing them. I ask that you are patient and work with us, as you always do, if we do make any changes.

On Monday 1st June at 4:30pm I will host a short online meeting, joining details are on Facebook and Twitter, so that I outline in more detail how the school day is to work.

Finally, I would like to take this opportunity to thank you for all of your support throughout these last few weeks. Hopefully I will see some of you over the coming weeks, but if I don't, I look forward to seeing you in September (I will still be here).

Yours faithfully,

Neil Winn
Principal