

Milverton Community Primary and Pre-School

Milverton
Taunton
Somerset
TA4 1JP
Tel: 01823 400439
Pre-School: 01823 400243
www.milvertonprimary.co.uk
Email: office@milvertonprimary.co.uk
Pre-School email: milvertonpreschool@educ.somerset.gov.uk



1st September, 2020

Dear Parents and Carers,

The staff at Milverton Community Primary School and Pre-school are all very much looking forward to welcoming you all back on Monday 7th September. This letter is a reminder of the information sent to you on 14th July to help you prepare yourselves and your child or children for their return to school. Many things will be different, not through our choice but because they have to be, to keep pupils, staff and families safe. The information and plans I am sharing have been drawn up based on statutory guidance from the Department for Education and Public Health England. There is up-to-date guidance from the government available here: <https://tinyurl.com/yasc7m4d>

If the return to school seems difficult after so long away, there is more help from Somerset County Council on how to prepare yourself and your child mentally here: www.healthysomerset.co.uk/covid-19/happy/cyp/

The concept of 'pods' or 'bubbles' (the terms are interchangeable) is highly important in separating the children to reduce mixing and possible spread of Covid-19. It also enables us to understand which children might need to isolate if there is an outbreak of cases, i.e. we can shut down a pod and keep children and associated families at home if there is an outbreak, rather than shut the whole school.

Wherever possible children will be kept in their class pods to reduce mixing, however we have created pods across classes to enable our school to function on a daily basis, especially at social times (break times, lunch times and during before and after school clubs).

There will be 5 'pods' of children:

- Pre-school
- Class R
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

The children will not mix with children from other pods. The adults may however work across different pods. Handwashing will be embedded throughout the day and every time the children re-join the classroom from playtime / lunchtime.

If a child falls ill with Covid symptoms at school they will be isolated from their bubble and cared for until they can be collected from school. Public Health England's procedures for containing and limiting the spread of the virus to others in their bubble will be followed. If any member of your family who lives in your house, or with whom you have had contact recently, starts to feel unwell with symptoms such as a high temperature, continuous or persistent cough, or loss of smell or taste, please keep your child at home and inform the school office immediately. People displaying symptoms will not be allowed to enter the school premises. Anyone displaying symptoms will be encouraged to telephone 119 to speak with medical professionals.

To reduce the number of people congregating on the school site, only **one** adult should drop-off or pick-up. For their own safety, the less time adults spend on-site the better. **There must be no gathering on-site. Please enter and leave as quickly as possible.** Any time spent on-site (e.g. queuing to collect children) must be socially distant. Please walk or cycle to school whenever possible. Children must bring in only the bare minimum of things from home to minimise the potential for transmission of Covid-19. For example: coat with hood if wet, lunch box, water in a refillable drink bottle, book bag (and personal reading book from home for free-readers). For the autumn term, please bring in trainers only (clearly marked with your child's name) for PE kit. No other PE kit is required, in the first instance although we may review this later in the school year. Please do not send in pencil cases from home.

There will be no admittance to the school site for parents unless you have an appointment booked and arranged in advance with your child's class teacher. We regret that we have to do this to minimise the potential spread of Covid-19. If you need to contact the school, please telephone or email the school office – office@milvertonprimary.co.uk, 01823 400439.

Uniform: School uniform is to be worn, please. Sweatshirts and cardigans must now be ordered from Taunton Uniforms who are now our stockists. Orders can be made online from their website <http://tauntonuniforms.co.uk/> and they will deliver to you for a small charge. Full details of our uniform are available here: <https://www.milvertonprimary.co.uk/Parents/uniform>

You will notice that we have updated our school logo to the more colourful design used on our website and stationery. However, the old design of uniform logo is still entirely acceptable for the time-being. The new sweatshirts and cardigans are also a slightly different shade, and this is because they contain thread made from recycled plastics – very eco-friendly!

The structure of the day:

Early morning club will be available **for pre-booked children only** from 8.15am every day. These children will arrive at the main school entrance and ring the bell if nobody is present. This door will be monitored by a member of the Senior Leadership Team each day. The children will then go to the correct pod classroom where another member of staff will be on duty. The children will complete quiet activities until 8.40am when other children will begin to arrive.

Beginning of the School Day: Children not booked into the Early Morning Club can only arrive at school between **8.40am and 9am**. Different 'pods' will have different entrances.

- Pre-school children must be brought to the door of the pre-school building;
- Class R /1 /2 – through the main double gate on to the infant playground;
- Year 3 / 4 – through the gate at the bottom of the slope near the year 4 classroom;
- Year 5/6 - through the gate on footpath by Class 2.

Parking must be in the large parents' car park. The turning circle is for drop-off only- cars must not be parked and left there because this will cause unnecessary congestion. For the protection of everyone connected with the school, parents are not allowed on to the school playgrounds or classrooms and you must say goodbye to your children at the school gate. Parents must not linger anywhere on the school site and, if bringing a car onto the site, must exit as soon as possible to ensure that there is space for everyone to park.

PLEASE SEE OUR VIDEO HERE: https://youtu.be/Sud_ZlfhZcs

On arrival the children will be helped to wash their hands / use hand sanitizer by the teachers or teaching assistants in their class.

Playtime:

The children will have playtimes according to their pods, and playtimes will be staggered to reduce the amount of mixing between the pods.

Lunchtime: All classroom tables will be cleaned at the end of the morning session.

Pre-school children must bring a packed lunch that they will eat in the pre-school building.

Class R, Class 1 and Class 2 will have their lunch in the hall and will have a designated area for their lunch table(s). Class R will be separated as much as possible from the other pod's tables to keep the pods discreet. **Hot school lunches or packed lunches will be available from Kingsmead kitchens by order, in advance for these classes.**

Children in classes 3, 4, 5 & 6 will eat their packed lunches in their classrooms. **ONLY packed lunches will be available to order from Kingsmead by these classes because hot food cannot be served in the classrooms.**

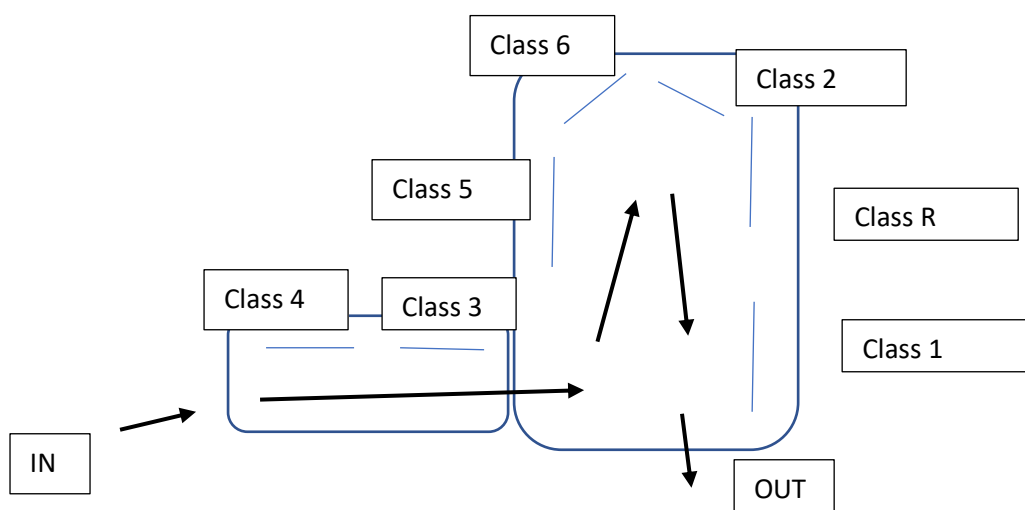
Lunchtimes will be broken down into 2 half hour sessions – 30 minutes to eat and 30 minutes play. The children will be separated into their pods and playtimes outside will be staggered to avoid mixing.

The Curriculum: We will endeavour to deliver as broad and balanced a curriculum as possible, whilst also adhering to important new guidelines to clean shared equipment between use by different pods, which will naturally take longer to do and mean we have to work differently. There will be no swimming in the 1st term. We shall await further safety guidance about how this can be managed safely.

End of the day:

PLEASE SEE OUR VIDEO (as mentioned previously) HERE: https://youtu.be/Sud_ZlfhZcs

Through our assessment of risk, this time of the day poses the most risk to the most people so procedures have been changed. **There will be a one way system for pick up.** Parents will line up on foot in a snaked line around the staff car park, staying socially distant. You must enter via the gate by Class 4, pick up your child/children who will be ready for you on the playground, and exit quickly via the double gate at the top of the slope on the infant playground. Entry will only be via the Class 4 gate, and exit **only via the double gate.**



Pre-school parents will collect their children from outside pre-school, and if necessary, join the queue to collect schoolchildren.

Parents / Children will be allocated a collection time based on the alphabetical letter at the start of your surname so that whole families can be collected at once and leave rapidly:

Surname starts with:	Pre-school	School
A – G	2.50pm	3pm
H – M	3pm	3.10pm
N – Z	3.10pm	3.20pm

Where there are families with children with different surnames, please collect at the time of the earliest child (i.e. the first occurring surname in the alphabet).

This system is new to us all, so we will need your co-operation to make it work.

Our office capacity will be reduced because staff will be tied up our new Covid safety procedures, and our normal routines will take longer. We politely request that you keep changes to the end of the day routines to an absolute minimum to help staff keep your child safe.

Planning to get the school open again in these circumstances has been an enormous challenge and much has had to change in our day-to-day procedures, just like in shops and workplaces across the country. There are likely to be more changes still in the future too, and these plans will have to be kept under review; these are still uncertain times for everyone. However, I know that the staff are all very keen to see our school come back together and are looking forward to welcoming you all again on Monday 7th September.

Yours sincerely,

Richard Stead
Headteacher