



Dear Parent/Carer,

26th May 2020

Thank you for your patience, kindness and speedy response to our recent survey regarding reopening. I am now in a position to be able to give you specific details about the wider opening of school from June 1st onwards.

Your child will be taught in a group (bubble) of no more than 11 children. The specific bubble that your child is in will depend on their year group, however please be advised that your child will not mix with children from other bubbles throughout the day, including break time and lunch time. Your child is unlikely to be in their usual classroom and they will remain in the same bubble Monday to Friday. Please remember, school is closed to all pupils on Friday afternoons.

There will be staggered start and end times to ensure we are able to maintain necessary social distancing where possible at drop off and collection times.

Bubble Group:	Drop Off Time:	Location:	Collection Time:	On a Friday:	Location:
KW/ Other	Between 8.45 and 9.15 am	Enter School through main school entrance	Flexible until 3.15 pm	Flexible until 1pm	Exit School through main school entrance
Year R	9.15 am	Enter school through Archway door opposite hall.	2.45 pm	12.45 pm	Exit school through Archway door opposite hall
Year 1	9.00 am	Enter school through Larch classroom door (next to Archway door)	3.00 pm	1 pm	Exit through Larch classroom door.
Year 6	Between 9 am and 9.15 am	Enter through main WVC entrance (further details to be sent in due course)	Between 3pm and 3.15 pm	1 pm	Exit through main WVC entrance (further details to be sent in due course)

As you can see from the table above, year groups have an allocated entrance into school. Parents and pupils are not to access the school grounds before their allotted time. Parents and pupils are to maintain social distancing at all times and we have painted distance lines on our front playgrounds to aid with this. Those in our Reception or Year One bubbles will enter via the usual red gate and then either through the Arch doorway (for Reception bubble) or into Larch Class (for Year One bubble). Parents and children must stop on the closest line to our red gate and direct their children to walk towards their allocated entrance door where a teacher will be waiting. Parents must then leave the premises via the gate closest to Pre-School (shown on floor with arrows)

Parents are asked not to approach classrooms or speak with teachers at drop off and collection – instead any communication will need to be via email or telephone. Pupils who refuse to come into the building in the morning will have to return home with their accompanying adult. Staff are unable to physically handle pupils irrespective of consent provided by parents.

At the end of the school day, children will wait for their parents/carers on a marked spot. Parents must wait on the distance lines and their child will be called as they get to the front of the queue. Please ensure you arrive on time so that we do not risk cross contamination between two bubbles.

Our Key Worker and Other bubble must keep to the right as they approach and leave the main entrance. Should there be several pupils in this bubble leaving at the same time, the children will wait in the hall and we will call each pupil one at a time when their adult gets to the front of the distanced lines.

There is to be only one adult to drop off and collect your child(ren) and all adults are to leave the grounds immediately after drop and collection whilst also maintaining social distancing at all times. I understand and appreciate that this will cause logistical difficulties for families within Witchford who may rely on after school childcare provision and having sought advice on this from our Local Authority, I am asked to direct all parents to the advice included in yesterday's guidance from the DfE:

"To minimise contact between groups of children and staff, children should attend just one setting wherever possible and parents and carers should be encouraged to minimise as far as possible the number of education and childcare settings their child attends. Childminding settings should consider how they can work with parents and carers to agree how best to manage any necessary journeys, for example pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children."

Children will need to wear a whole clean set of clothes every day they are in school. I understand that some children will not have 5 total sets of school uniform so non-school uniform can be worn. The most important thing is that each item of clothing is clean each day. All children need to bring with them a change of clothes in case of an accident and these will remain at school until they are used. Should any children have any toileting accidents during their time at school, they will be asked to clean themselves and change their own clothes. If they are unable to do this, we will telephone their parent/ carer so that they can come and collect them from school.

Please ensure all children bring in a named sunhat and bottle of suncream where necessary. Teachers will not be able to apply this cream, so please ensure your children know how to do this themselves. The children will be playing and learning outside a lot so it is vital that no flip flops or open-toed sandals are worn. First aid situations must be kept to a minimum. There will be allotted toilets and cloakrooms for all bubbles.

Our Year Six pupils are permitted to bring into school a reading book from home should they wish, but this must remain in school until the end of term. No pupils from any year group require a pencil case, all pupils will be provided with their own plastic case of required equipment for the entire day and these will be washed every evening. Children will each be given a new exercise book which will remain at school. Please do not bring in anything else from home (i.e. school bags, books, toys or games).

If you indicated on our survey that you would like your child to have a school packed lunch, our school kitchen will provide these for the children in a grab and go paper bag. There will be no charge for these lunches for our Reception and Year 1 pupils as they are eligible for universal free school meals. For those children who are bringing in their own packed lunch, this needs to be packaged in something completely disposable as nothing will be returned home. Pupils entitled to Free School Meals will continue to receive online vouchers and should contact Miss Smith or the school office if they are having any difficulty accessing these vouchers. Parents should be aware that any packed lunch containers must be disposable and that adults will not be able to help open packaging. Unfortunately the national fruit for schools initiative will not be available again until September and so we would recommend pupils bring a healthy snack into school with them everyday. This must be easily accessible with disposable packaging only please. When our school closes at 1 pm on a Friday, all pupils will have had their lunch before they return home.

We have turned off all the water fountains in school, so it is vital that all children bring a water bottle to school at the start of the week with their name marked clearly on the top and bottom. To minimise items being taken to and from school, water bottles will remain at school and go through the dishwasher each night so please ensure they are dishwasher safe and that names are marked in a permanent pen or dishwasher safe label. All children will eat lunch in their bubbles in their designated areas outside on our school field or in classrooms when it is raining. Children will have time to play outside within their bubble group at break times and at lunch time too.

It is hugely important to ensure that if a child is feeling unwell at all or has any symptoms related to Covid-19 or otherwise, parents MUST seek advice from the school before bringing their child into school. If a child shows symptoms while they are in school, they will be escorted to a medical area set up in our school hall where they will need to wait until a parent or carer comes to collect them.

The only pupils who will be accessing the site as of 1st June are those pupils who are in our Key Worker and Other group and those pupils who are in our Reception cohort. Our Year 1 bubble will start school on Tuesday 2nd June and our Year 6 bubble will begin school at Witchford Village College on Wednesday 3rd June. More information about how things will look for our Year 6 pupils will be sent to parents on Monday 1st June after our staff have visited the site and discussed the finer details with The College Principal, Mr. Baxby.

There is no doubt, school is going to look and feel very different for our pupils, their parents and our staff. We have tried where possible to match staff with children with whom they are familiar as best we can. I am unable to publish names of pupils within each bubble, but rest assured we have done all we can to help alleviate any anxiety returning to school may present. I would thoroughly recommend all parents discuss the information included in this letter with their children in a way they consider appropriate so as to allieve any undue stress about the evident changes they will witness upon their return. Examples may include explaining to them how hugging and holding hands with pupils and adults will not be possible in school. I realise this will be difficult and I intend to explain this to our children via an online assembly in the foreseeable future.

As mentioned in my letter to parents last week, despite our best efforts to mitigate risk, I cannot guarantee that pupils will always remain socially distanced from each other, but we have done all we can to ensure the distancing is achievable. The school has a comprehensive risk management protocol in place and will quickly adapt procedures where risk is identified as unacceptable so as to reduce this as much as possible.

To ensure pupil behaviour does not pose as an obstacle to pupils or staff during this period of partial re-opening and in light of the need for children to behave differently when they return to school, the attached behaviour Policy Addendum must be applied. Please ensure all parents and carers read this addendum before June 1st. Adults will explain the rules to pupils when they begin in school.

If your child is absent, please inform the school office as usual by either email or leaving a message on our office answerphone. If we have not heard from you by 10.30 am, we will need to carry out a home visit and alert the local authority, in line with our attendance and safeguarding policy.

Finally, I realise this letter is not one which parents will enjoy reading and I appreciate only too well how hard this must feel for you as parents and carers. I am sorry I am not able to welcome your children back into Rackham under more positive circumstances but I promise you our staff will do their very best to make all pupils feel safe, loved and cared for during their time in school. It will feel very different in school but I am certain the children will be able to enjoy themselves. It will be lovely for them to see some familiar teacher faces and see some of their peers.

Unfortunately, I am unable to return to work presently due to several pre-existing medical conditions which have meant I need to shield inside my house. However, I am still able to work remotely and will continue to do so. I have regular contact throughout every day with staff who are both in and outside of school and I am looking forward to sharing some Live Zoom assembly sessions with the bubbles in school after half term. Staff in school are extremely well- prepared and motivated and I am confident they will do a marvellous job. Miss. Wakefield is leading for KS1 pupils at Rackham and Mrs. Baxter is leading for our KS2 pupils on the Witchford Village College Site.

I hope all Rackham families are able to enjoy some peace and quality time together during half term and ask all to please email our office any questions you may have. We will endeavour to respond as quickly as possible.

Yours sincerely,

