20th May 2020

Dear Parents, Carers and Families,

As I have shared with you, we have been directed to re-open from 1st June for some children, if the Government thinks it is safe to do so. This applies to children in:

* Nursery – Super Squirrels
* Reception – Wise Owls
* Year 1 – Holly Class
* Year 6 – Oak Class

It is not yet certain that we will re-open on 1st June but we are preparing on the assumption that we will. Should the date be postponed, we will be ready, and you will already have a clear idea of our plans.

Using Government guidance, and with excellent advice and support from the Enquire Learning Trust, we have put together a thorough, detailed and comprehensive plan for a phased re-opening. We understand that it is a very worrying time for everyone - please be reassured that we have done everything we can to make it as safe as possible for our school to re-open.

In accordance with Government guidance it is your choice whether you send your child to school. The Government advice is that, with our plans in place, school will be as safe a place as we can make it. Please be aware that staff will be in school teaching and therefore, online learning will not be provided for children in Nursery, Reception, Year 1 and Year 6.

Please note that to facilitate deep cleaning, planning and preparation, school will close at 1pm on Fridays during this period. **This does not apply to the children of key workers only**, who will continue to stay in school until 4pm as now.

In order for you to make an informed decision, I have attached a brief outline of our arrangements. We may alter these plans in response to changes in Government or Trust guidance. We will, of course, keep you up-to-date.

Should you require further information or clarity, please email me at headteacher@stakesbyschool.net

If you are in one of the eligible year groups, please ensure you let Miss Robson (e.robson@stakesbyschool.net) know whether you plan to send your child back to school or not. This is especially true, if you have previously told us and you have changed your mind.

We understand that making the decision of whether or not to send your child to school is a difficult one, and not one you will make lightly. For some of you, keyworker provision is – and has been – essential in ensuring you can return to work. We are very proud to serve our community and are grateful as always for your support

Thanks very much.

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Roy Gunning

Principal

##### When will my child come back to school?

We are acting with caution and bringing year groups back in a phased way, starting with the youngest.

* Nursery – Super Squirrels Return on Monday 1st June
* Reception – Wise Owls Return on Wednesday 3rd June
* Year 1 – Holly Class Return on Monday 8th June
* Year 6 – Oak Class Return on Monday 15th June
* Key Worker & Vulnerable Children – will continue to come as they have been doing through the lockdown period

##### How will children be grouped?

Children will still work in their own year groups, but will be split up into smaller ‘bubbles’. The Government suggests a maximum size of 15 – our groups will be smaller than this wherever possible. Each ‘bubble’ will have their own classroom, and two adults who stay with them all day. The children will be in their allocated classroom, toilets and allocated outside play area; they will have no contact with any other bubble. They will not share any resources with other bubbles although, I am sure you will appreciate, we cannot guarantee they will not inadvertently share resources between themselves; we will do our utmost to ensure this does not occur. Each bubble will only use one set of toilets with only one child allowed into the cloakroom area at any one time.

Children who have been attending the Key Workers and Vulnerable group will attend their normal class if applicable, otherwise they will continue to attend this group as they have been over the lockdown period.

##### How will drop off/collection work?

We will be staggering start and finish times as well as using designated entrances and one-way systems, wherever possible, to keep groups separate. Initially, staff will be on hand to direct and ensure everyone knows where they are going.

Apart from Early Years children, families will be expected to hand over children to the staff who will be stationed at the gates on Byland Road. Early Years children can be accompanied by a single adult into the EYFS area. Markings, signage and one-way systems will be in place to help maintain social distancing throughout.

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|  | **Time** | **Drop off at** |
| Key Workers/Vulnerable Children Group | 8:30am  | Main Entrance via Top Pedestrian Gate |
| Nursery – Super SquirrelsReception – Wise Owls | 8:45am | Re-opened gate onto the Early Years outdoor area |
| Year 6 - Oak Class | 8:50am  | Bottom Pedestrian Gate |
| Year 1 – Holly Class | 9:00am | Top Pedestrian Gate |

Children will be directed to their class and will enter and leave via their classroom fire exits, where staff will be waiting to welcome them.

At the end of the day, children will be released to parents waiting on Byland Road.

Reception and Nursery children will be released to adults waiting outside the Early Years building and in the Tree House garden area.

Staff will be at the gates to support and ensure everyone is safely collected.

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| **Monday to Thursday** | **Time** | **Pick up from…** |
| Year 6 - Oak Class | 3:15pm  | Bottom Pedestrian Gate |
| Year 1 – Holly Class | 3:15pm | Top Pedestrian Gate |
| Nursery – Super SquirrelsReception – Wise Owls | 3:30pm | Enter Outdoor Area from newly reopened gate – staff will direct you |
| Key Worker and Vulnerable Children Group | 4:00pm  | Main Entrance via Top Pedestrian Gate |

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| --- | --- | --- |
| **Friday** | **Time** | **Pick up from…** |
| Year 6 - Oak Class | 12:50pm  | Bottom Pedestrian Gate |
| Year 1 – Holly Class | 12:50pm | Top Pedestrian Gate |
| Nursery – Super SquirrelsReception – Wise Owls | 1pm | Enter Outdoor Area from newly reopened gate – staff will direct you |
| Vulnerable Children Group | 1:10pm  | Main Entrance via Top Pedestrian Gate |
| Key Workers’ Children | 4:00pm | Main Entrance via Top Pedestrian Gate |

##### What should I do if my child is upset when I drop them off at school?

Your children’s teachers are looking forward to welcoming your children back, and we will greet them with welcoming smiles.

No matter what age, we anticipate that some children will find separating from you difficult after such a long time out of school.

Our Educational Psychology group have set out guidance to help parents and staff manage this:

* The principles behind this approach are that you give your child permission to feel safe away from you and that they are reassured you will return later to pick them up.
* Work with your child (including older children) to agree a ‘Goodbye ritual’.
* This could be a special wave, or a special hug, or a simple phrase that you will use as you handover or leave your children at school.
* Let them know of something to look forward to when they get home again.
* Please practise this beforehand with your child.
* Expect tears! This is the simplest strategy that all children use to tug at heart strings and try to sway us to give in. Please leave your child with us, no matter how upset they seem to be. We will take them inside to calm and settle them. This will allow you to leave, and then we will ring later so that you can be reassured your child has settled.
* Our normal policy would be to invite you in to help settle your child, but due to the current social distancing restrictions, we will not be able to do this. Please can we also ask that children do not bring any toys, blankets or similar from home with them. Thank you for your understanding.

##### What happens if I have siblings in different bubbles at school?

We realise that this will be an issue for some families. We will adjust timings for you so that you do not have to wait for long periods, working from the principle that no bubble is compromised. Please contact us and we will make suitable arrangements with you.

##### What happens if I am late?

If you are unavoidably delayed, please bring your child to the ramp outside the main office. Please do not bring them into the school building. Once released to us, we will organise them to access their bubble safely.

##### How will breaktimes and lunchtimes work?

These will be held outside, whether permitting.

Breaks will have staggered timings so that bubbles do not meet each other. We are lucky to have plenty of separate outdoor spaces to facilitate this. To maintain social distancing the children will have plenty of space to run around and will be discouraged from playing games (eg tig) that contravene social distancing. Equipment will be limited to things that can be easily and quickly cleaned between use by different bubbles.

Lunch times will also be staggered. At first, children can either bring a packed lunch from home or can buy a packed lunch prepared by the kitchen staff. These will be brought to the class space via the fire exit and eaten in class. Packed lunches brought from home and water bottles will be wiped down on entry to class and before use. (Please avoid fabric packed lunch boxes for this reason). Children will have half an hour to eat inside and half an hour outside play (we are rotating field, muga and playground). Additional lunchtime staff will be on duty for all groups to encourage social distancing and hygiene. At breaktimes, children will only use their designated toilets.

##### Can you guarantee my child will stay 2m away from others?

The Government acknowledges that social distancing amongst young children is impossible to guarantee. That is why we are making small bubble groups that do not mix with others. The Government assure us that, in this scenario, children are safe.

Even so, within these groups, we will be promoting social distancing as much as possible. Markings have been laid out across school to ensure that when children line up and move around school, they are spaced out.

Classrooms have been set up so that children have their own workspace widely spaced from others. Movement in class will be carefully controlled to maximise this. Each child will have the resources they need to hand and for their own use. Generally, resources will not be passed between children, but if they are (eg iPads or laptops) they will be wiped down with alcohol-based wipes before every use.

Staff will also be observing and modelling social distancing. Their breaks are also staggered and they will maintain social distance should they meet other adults.

##### How will good hygiene be promoted?

Children will be taught and reminded about good hygiene and will regularly wash their hands and/or sanitise them with alcohol-based gel. They will also be taught and reminded about ‘catch it, bin it, kill it’ with tissues if they sneeze or cough.

Every bubble will have sanitiser, tissues, and wipes, plus there will be additional sanitising stations at the front and back entrances.

Classrooms will be well ventilated and disinfected regularly through the day using wipes. Handles, push plates, taps, switches, keyboards, surfaces and chair backs will be wiped down as part of regular sanitisation through the day.

PPE is available and will be used for:

* First Aid where close contact is needed
* Intimate care
* Dealing with any cases of children/adults who show symptoms during the school day

##### What if someone falls ill with symptoms of Covid 19?

If your child falls ill at school, staff will be provided with PPE and will move the child to a safe and secure isolation space away from others. You will be contacted to come and collect them.

If your child becomes ill at home, please let us know as soon as possible and keep your child at home for at least 7 days.

Children and staff will be eligible for Government testing if they show symptoms. If a test is positive, the person who tests positive, the whole bubble and their adults will have to self isolate at home for 14 days. If we send any child home from school with suspected Covid-19 we will notify all parents of children in that bubble.

##### What will children do in school?

Our aim is to follow our usual planned curriculum as much as is possible given the circumstances. This would mean maths, reading, writing, science and topic work. Routines for maintaining good hygiene and social distancing will be clearly set out and reiterated. We will be investing time every day to giving children the space, and opportunity to reflect, process and generally come to terms with the changes and pressures that Covid-19 has placed on their lives and their emotional health.

We will be encouraging teaching and learning to take place outside where possible and appropriate as this has been shown to support physical and emotional health and encourages a strong immune system.

Children in Years 2, 3, 4 and 5 will continue to follow the Home Learning model that is in place.

Our school Behaviour Policy has been updated to reflect the need for social distancing. Persistent and intentional breaches of this will result in your child being sent home.

##### What will happen with Free School Meal vouchers?

The Government has advised that they will not fund them during half term. For children in Nursery, Reception, Year 1 and Year 6, they will not receive vouchers from 1st June as they will be in school and will receive a packed lunch provided by our kitchen. Vouchers will not be available for families in Nursery, Reception, Year 1 and Year 6 who decide not to send their child into school. Vouchers will continue to be sent for children who are eligible in Years 2, 3, 4 and 5

##### How will you keep us up to date?

We will keep you updated through our existing channels:

* Facebook and the school website – for whole school messages
* Teams and Class Dojos - for year group messages
* Class Dojos – for direct contact with your child’s teacher
* Phone – 01947 820231 – to speak to office staff
* Email – admin@stakesbyschool.net

##### What happens if I have further questions or concerns?

Please contact us using any of the channels above