



Wednesday 27<sup>th</sup> May 2020

## PHASED RETURN TO SCHOOL

Dear Parents/Carers,

As you will be aware the government set a return date for some year groups of children as the 1<sup>st</sup> June 2020. After significant discussion, the Local Authority has staggered this return to ensure that schools are as safe as possible when the children return.

The proposed dates are outlined below:

- Nursery and Reception - Monday 15<sup>th</sup> June
- Year One - Monday 22<sup>nd</sup> June
- Year Six - Monday 29<sup>th</sup> June

We have been busy working in school to get a sense of what normal will look like when we welcome back our pupils. I am writing to let you know some of the measures and procedures that we will be putting into place to ensure Beechwood is as safe as it can be when we begin the phased return on 15<sup>th</sup> June.

I want to be as transparent as possible with you as to what life back in school will be like whilst making sure everyone who is attending the school site is aware and sticks to the rules of social distancing.

Below are my intentions of how our school will operate from 15<sup>th</sup> June:

- Each class will be split between two classrooms and there will be no more than 15 children in each 'pod'.
- Children will remain in their 'pod' with the same teacher and teaching assistant each day. At least one of these staff members will be an adult that usually works with your child.
- The classrooms will look different and much of the furniture will be removed. Soft furnishings, which are difficult to clean each day, will be removed.
- The children will not be able to bring anything from home except a coat and their lunch. For Year 6 children who walk to school alone and bring a mobile phone for safety, these will be permitted but will be collected by the class teacher each morning and stored in individual plastic wallets until the end of the day.
- If the children require first aid or needs support with toileting, a staff member wearing PPE, which we have sourced following the Covid-19 guidance for schools, will assist them.
- The children must wear clean uniform each day.

### Drop Off and Pick Up

- Drop off and pick up times will be staggered for the different year groups. This is to minimise the number of people on the site at any one time. Your child's class teacher will give you these details.

- Only one adult will be allowed onto the site to collect your child at the allocated time. You should only bring siblings if you have no alternative option. If you do need to bring siblings, they will need to be by your side and adhering to the social distancing measures that we have put into place.
- There will be a one-way system around the school marked with arrows. Entry will be through the junior gate and exit via the infant gate.
- Part of the playground has been marked with 2m intervals to aid with social distancing.
- Drop your child at their allocated classroom door and then leave the site following the arrows.
- At collection times, adults will be asked to wait on one of the markers outside the classroom door 2m apart. The teacher or teaching assistant will send your child to you.
- Please do not congregate around the gates for any reason.
- Parents will not be allowed to enter the school building and all communication with staff will need to be via Class Dojo or telephone.
- This will be the drop off and collection procedure regardless of weather conditions.

### Break and Lunch Times

- The children eat their lunch in their classroom 'pods'.
- There will be no morning snack prepared by the school kitchen. Your child can bring snack from home or have a piece of fruit provided by school.
- Break and lunch times will be staggered so that groups of children do not mix.
- Children bringing packed lunch from home will need to try and ensure that the packaging is disposable wherever possible.
- Fixed outside play equipment will not be able to be used as it is recommended that these are cleaned after each use and this is not possible.
- Children will have an allocated play space and a designated midday assistant to prevent mixing with other groups.
- Toilet passes will be issued to ensure that there are minimal numbers of children in the toilets at any one time. Staff will monitor the toilets.
- School lunches will be packed lunches and delivered to classrooms. Children that are not entitled to free school meals can still have a meal provided by school but all payments must be via the online payment system (School Gateway) in advance as we are operating a cashless system in school.

### Classrooms

- Children will remain in their allotted 'pod' and classroom for the duration of the day. They will not mix with other 'pods' of children.
- Children will only leave their classroom to go outside or to go to the toilet.
- Tables and chairs are arranged so that they are 2m apart. In Year 6, much of the teaching will be done with children sitting at desks. In Nursery, Reception and Year One there will be less formal learning.
- All unnecessary classroom furniture, equipment and soft furnishings will be removed.
- The children will be provided with the equipment they need and it will only be touched by them. Each pupil will be given their own new pencil case with stationery items that they will need. These pencil cases are to stay in school and will be cleaned each night.
- There will be lots of lessons that involve independent learning and the staff may not always be able to sit next to them to give them targeted support. Teachers need to keep social distancing when teaching wherever possible.

- PE sessions will take place but children will not be expected to change into a different kit.

### Cleaning

- We have employed additional cleaners and there will be a cleaner on site throughout the day to clean door handles, light switches, toilets and desks regularly.
- Lidded bins in each classroom will be emptied every 2 hours.
- At the end of the day, each classroom will be deep cleaned and the resources used will be sanitised.
- Each child will be issued a new water bottle. The tops of these will be cleaned with Milton at the end of the day and the bottles will be washed.
- Children will regularly wash their hands and sanitiser will be available in each classroom.

### Breakfast Club, Tree House and After School Clubs

- Breakfast club will only be open to Key Worker children so that different groups of children are not mixing. If there are any issues here, please speak to the class teacher.
- Tree House will not run during this time of phased return, neither will after school clubs.

### Illness

- If your child is unwell, please do not bring them to school.
- If your child develops any Coronavirus symptoms, they will be isolated in a designated sick room at the front of school and looked after by a first aider. You will be called and expected to attend school immediately to collect your child.
- If a child within any 'pod' has suspected symptoms of Coronavirus, the whole 'pod', staff and children, will be expected to self-isolate for 14 days or until the person with symptoms has received a negative test. Parents will be notified by telephone as soon as possible

All of these measures have been put in place to stop the spread of the virus and to ensure that we all take as much care as possible in ensuring that different groups of children do not come into contact with each other. Your child's class teacher will be in touch next week with further details of dropping off and collection times and the different locations.

I hope that this letter has given you more information regarding how the school will operate during these difficult and unprecedented times. A full dynamic risk assessment has been written and is available on the school website - [www.beechwoodprimary.org](http://www.beechwoodprimary.org)

If you have any questions about the details in this letter or the risk assessment, please do not hesitate to contact me or the class teacher via Class Dojo.

Yours sincerely,

Mrs. S Harper  
Headteacher