



22nd May 2020

Dear parents and carers

I hope that this letter finds you all safe and well.

As you will have heard in the news, the government has proposed a return to school of certain year groups. The year groups that are in the first phase of return are **Nursery, Reception, Year 1 and Year 6**. You will already have received letters informing you that Merritts Brook will re-open from **8th June 2020 for these groups of children**. In addition, I would like to remind you that the phased return will mean that children in these designated year groups will return for **2 days each week** only. As we move towards partially re-opening our academy for the year groups chosen for early return by the government, we completely understand that many of you will be concerned about the safety of your child as they prepare to return.

Please be reassured that everything we are doing and every decision we make has at its centre, the safety and wellbeing of our pupils, staff and our wider community.

We will also ensure that the children of our key workers and our most vulnerable pupils continue to have a safe place during the day, and our children who remain at home have the support they need from their teachers.

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The start of the school day will be staggered so please note the start time for your child. All of these measures that we have put in place are to ensure that pupils and staff are as safe as is possible.

We will be maintaining - as per DFE guidance – as much as is possible the 2 metre social distancing rule. School will not look like it used to and I need to make that very clear. **There will be new routines and procedures in place that must be followed as the safety of all concerned has to be the priority.** We have a detailed and highly comprehensive risk assessment in place. We are committed to taking a cautious and measured approach to re-opening our academy, in close consultation with the Department for Education, our staff and with you.

The key areas to limit the risk of infection are as follows

1. **Social distancing** - this will be upheld as much as is possible in school. All classes will have been split into groups of a maximum of 10 children. The children will have allocated work stations where they will remain throughout the day. We already have tape in place in corridors to ensure the 2m social distancing rule. Whilst in the playground, the children will be in a zoned area with hoops and will be given times when they can get physical exercise. Safety has to be the priority at this time.
2. **Minimise contact** - there will be direction arrows to inform children how to move around school. The group of 10 children will remain with the same member of staff all day for the times when they are in school - this may not be their class teacher - this measure is to minimise exposure. Children are not permitted to bring items from home - no pencil cases, PE kits or book bags. There will be no sharing of resources – for instance PE lessons will no longer involve team games etc. Some lessons and most lunchtimes will take place outside in the fresh air – weather permitting. If children bring a packed lunch into school - all items will need to be disposable - no lunchboxes or bags are permitted.

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3. **Hand washing** - on average the children will be washing their hands for a minimum of 4 times throughout the day and will be encouraged to use hand sanitiser in addition to handwashing. New hand sanitiser stations will be fitted in every classroom. Break time has been extended so that there is extra time for handwashing. Please start to reinforce this at home - it needs to become routine for all of us.

4. **Catch it bin it kill it /cleaning** - there will be additional lidded bins (pedal action) in all classrooms so that children can hygienically dispose of used tissues. We will also increase the cleaning regime and have additional cleaners based on site during the day. The academy will be closed to all pupils every Wednesday so that the school can be deep cleaned. All frequently touched items will be disinfected regularly. Only resources that can be disinfected will be used in the academy setting. Pupils must come in clean clothes daily - no item of uniform can be worn for 2 days. This rule is very clear in the guidance from the government - clean clothes every single day.

5. **Environment/timetable** - the classrooms will now look very different. There are no soft furnishings such as cushions, carpets and soft toys. Equipment used will be items that can be disinfected easily. All pupils will have their own desk - with a white board, marker and pencil. All work will be done on paper. There will be no reading books sent home. The group of 10 children will remain in one room in the school - to limit movement and to limit exposure. Classes will initially centre around new routines and rules /increased hygiene/ allaying any fears/reading/white board work/mental health curriculum/increased physical activity/games/singing/reading stories. Start and finish times are staggered - please abide by these as it reduces the risk of exposure when there are less people in one place.

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Our reward system and behaviour systems will be linked to the new procedures that we will have in place in school.

Drop off and pick up – please see the video on the school website that accompanies this letter

Please follow all signs and arrows.

Start and finish time are staggered - see the timetable below.

Year 6 pupils walk on site unaccompanied - they will use the Norrington road gate only.

2 metre markers will be laid out on Trescott road and Norrington road entrances - as per supermarket entrances

One parent per child only

Parents are not permitted to enter the school building unless there is an **exceptional circumstance** - communication through phone/email – please respect this as we need to keep everyone safe.

Parents enter the first set of gates only - into a holding area that is marked with hoops that are 2 metres apart - only when a hoop becomes free can another parent enter the holding area.

Staff will wait for pupils on the other side of the gated holding area. Staff will wait for their group of 10 pupils. The groups will be socially distanced by tape that marks a 2m boundary between groups.

The children will then enter through their own classroom door - directly from the playground.

On entering the classroom, the children will remove coats etc. and go 2 at a time to wash their hands.

The children will then use hand sanitiser upon entry to the classroom.

At the end of the school day the process above will be carried out in reverse. Parents will wait (Socially distanced) in the holding area so that pupils can be released to them.

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Lunchtimes/Breaks - please see the video in the school website that accompanies this letter

All pupils will wash their hands before and after break times

There will be no play equipment used at break or lunchtimes - this is to reduce the sharing of resources

Lunchtimes are staggered and groups from the same year will be separated into zones of 10 pupil's maximum

Pupils will eat lunch in the classroom or outside in a zoned area

The playground will be zoned to allow 2 groups to be out at the same time.

Lunches will be delivered to classrooms – FSM and paid lunches will be 'grab bag' lunches

Lunch will be eaten outdoors - picnic style as much as is possible

Please see the timetable below which clearly states days when each year group is in school - nursery, reception, year 1 and year 6 only.

It also states start and finish times.

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	Nursery	Reception	Year 1	Year 6
Locations	Nursery Outdoor area – BACK Use own toilets	Reception classrooms x 2 Outdoor area - FRONT KS1 Hall Year 2 classroom x 1 Use KS1 toilets	Year 1 classrooms x 2 Year 2 classroom x 1 Use KS1 toilets	Year 6 classroom Year 5 classroom Use KS2 toilets
Monday	Group 1 – Mrs Johnson Group 2 - Mrs Hughes	Group 1 – Mrs Rudge Group 2 - Miss King Group 3 – Miss Habermacher		Group 1 – Mrs Burford Group 2 – Miss Dudley
Tuesday			Group 1 – Mr Demski Group 2 - Mrs Maguire Group 3 - Mrs Floyd	
Wednesday	DEEP CLEAN	DEEP CLEAN	DEEP CLEAN	DEEP CLEAN
Thursday	Group 1 - Mrs Johnson Group 2 - Mrs Hughes	Group 1 – Mrs Rudge Group 2 – Miss King Group 3 - Miss Habermacher		Group 1 – Mrs Burford Group 2 – Miss Dudley
Friday			Group 1 - Mr Demski Group 2 - Mrs Maguire Group 3 – Mrs Floyd	
Start and Finish times	Start - 8.30am Finish - 11.30am	Start - 8.50am Lunch - 12 - 1pm Finish - 2.30pm	Start - 9am Lunch - 12pm Finish - 3pm	Start - 9.10am Lunch 1 – 1.45pm Finish - 3pm
Lunchtimes	No lunch requirement	Lunch outside if possible Or In classrooms	Lunch outside if possible Or In classrooms	Lunch in the KS2 hall /classroom or outside
Break times	Flexible -using designated outdoor area	10.30am - 11am	10.30am - 11am	11am - 11.30am

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Until we know final numbers - we can not allocate the children in to groups.

We will also ensure that the children of our key workers and our most vulnerable pupils continue to have a safe place during the day, and our children at home have the support they need from their teachers.

I would also like to take this opportunity to thank those parents and carers who have completed our online questionnaire. We have noted the specific questions that have been asked and we have endeavoured to answer those in our guide.

With your support, we will do everything we can to ensure that our pupils return to the safest possible environment. In the meantime, if you have any questions or concerns, please get in touch with us in the usual way.

If you wish to not send your child into school, then contact school on your child's allocated day to let school know that your child will not be in that day. There will be no attendance fines/measures in place during this period of time.

If you have any questions, then please email the enquiries email address.

Keep safe

Ms Joanne Hall

Headteacher

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