



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Friday 22nd May

Dear Parents/Carers

Thank you all for your ongoing continued support as we plan to have additional children in school from week beginning 1st June.

Although we would love to see your children in school, we are aware it is your decision whether or not you send them into school when they are able to come in. The purpose of this letter is to give you all the practical information you need and to reassure you that we are working tirelessly to make this opening as safe and positive as we can. We appreciate there is a lot for you to read and hope you can appreciate this is necessary to enable you to understand what school will look like for the children and the expectations we are asking of you.

There are sections of this document that have been extremely challenging to write as, at times, it goes against everything that most of us hold dear, but we have worked hard to balance the emotional well-being of the children and our staff with the safety measures that we need to implement. I know that everyone involved will want to work together to ensure the safest possible situation for everyone.

Who will be able to attend school?

We intend to follow a phased approach to reopening school to allow us to check the systems and policies we are putting in place work for each group in turn. The dates for each group to return are:

Day/Date	Who's in	Day/date	Who's in
Monday 1st June	Childcare children	Monday 8th June	Childcare children Year 6 children Year 1 children Reception Group 1 Blue – first day Reception Group 1 Red – first day
Tuesday 2nd June	Childcare children	Tuesday 9th June	Childcare children Year 6 children Year 1 children Reception Group 1 Blue Reception Group 1 Red
Wednesday 3rd June	Childcare children Year 6 children - first day	Wednesday 10th June	Childcare children only
Thursday 4th June	Childcare children Year 6 children Year 1 children – first day	Thursday 11th June	Childcare children Year 6 children Year 1 children Reception Group 2 Blue – first day Reception Group 2 Red – first day
Friday 5th June	Childcare children Year 6 children Year 1 children	Friday 12th June	Childcare children Year 6 children Year 1 children Reception Group 2 Blue Reception Group 2 Red



From **Monday 8th June onwards, EVERY Wednesday** the school will be closed to all bubbles (children) except those dedicated to key worker and vulnerable children. This will enable the rooms to be deep cleaned and allow teachers time to plan, contact their own classes and continue to support those children and parents that are continuing to work from home using the learning platforms. All available staff will be working in school to enable it to open for these year groups. Please be aware that teaching staff will not be available every day online as before.

What will be the drop-off and pick up arrangements?

It is essential that we keep the different groups of children isolated from each other throughout the whole day. This includes drop off and pick up.

Only **one adult** should come to school with their child and ensure that social distancing is maintained. (If siblings cannot be left at home they must stay with you and not mix with others.) **Year 6 only** may walk to and from school on their own.

- Mrs Linford (or in her absence Mrs Gwilliam / Mrs Gilliam) will be at the front of school each morning to direct children to the appropriate side gates to enter into school.
- Mr Jones (or in his absence Mrs Gwilliam / Mrs Gilliam) will be at the new Year 6 side gate by the Old Building to direct USA and Italy children to their class bases.
- Each class teacher will be outside their class door to direct children into their class bubble.
- All children will be in their familiar class base except Iceland class who will be in the Blue building in Mr Hughes' room.
- At the end of the day at allocated time slots, staff will bring the children to the same gates the children came through in the morning to be released to waiting adults who are appropriately social distanced.
- Sadly, we will not be able to take children by the hand, so we would ask parents to talk with younger children to prepare them for the drop-off.

We would ask all parents to support the school with our measures by preparing your child as much as possible in advance; this can be done by discussing the measures or practising at home (keeping this as fun as possible!). **We have attached a social story powerpoint you could use with your child before returning to school.**

To ensure we can maintain social distancing, there will be **staggered times** to the day for different year groups as well as different entrances for children to use. If you can see that other parents and children are waiting, please ensure you leave at least 2 metres between family groups and stay back from the gate areas until you can approach safely. **Please ensure that you adhere to these times and children do not arrive late to school and you do not arrive late for collection, so we can maintain social distancing for all.**

wb 1.6.20	Childcare	Year 6	Year 1	Reception
Start	8:40 - 8:55	9:00 - 9:15	9:15 - 9:30	
Finish	15:10	15:00	14:45	

wb 8.6.20	Childcare	Year 6	Year 1	Reception
Start	8:40 - 8:55	9:00 - 9:15	9:15 - 9:30	9:00 - 9:15
End	15:10	15:00	14:45	14:30

- **Childcare children** will use the side gate beside Kenya Class – signage and adults will be appropriately positioned to help children get to the Y3/4 classrooms where childcare will now be based.
- **Year 6 Iceland and Morocco** will use the side gate beside Kenya Class.
- **Year 6 USA and Italy** will use our new side gate by the old Building off Church Lane.
- We are encouraging Year 6 children to walk to and from school by themselves to reduce the number of people around the school premises.
- **For those who arrive by car**, please park away from the school and then walk the last part of the journey.
- **Our car park will be out of use for all parents except Key Workers who have to get straight to work.**
- Parents will not be allowed onto the playgrounds and will need to say goodbye to their children at least 2 metres from the school gate they will be entering through.
- Households should not meet up on the way to school. **Mixing of groups will compromise the bubbles we are creating in school.**



Who will my children be with during the school day?

Where possible, children will be with a teacher or teaching assistant they know. This could be subject to change due to staff absence or increase in children attending. The following shows the staff who will initially be involved with each bubble:

Year 6	USA Mr Jones	Italy Miss James	Iceland Miss McKay	Morocco Mr Moule
Year 1	Kenya Mrs Gilpin	Ireland Mrs Ashdown	Australia Miss Stuart / Miss Cander	
Reception	China Blue Gp 1* Mrs Stringer / Mr Parent	China Red Gp 1* Mrs Quigley	China Blue Gp 2* Mrs Stringer / Mr Parent	China Red Gp 2* Mrs Quigley
Childcare	Staff from Y3/4: Mrs Wellby, Miss Underdown, Miss P-B and support staff			

* We will notify parents which group children are in w/c 1st June.

Does my child need to wear uniform?

Children in Year 6, Year 1 and Reception need to wear school uniform where possible to enable them to feel like they really are coming back to school. However, we realise that some children may have outgrown their current uniform or shoes. Please do not purchase new uniform or shoes. We would ask that you substitute the uniform with similar colour T-shirt / shorts / trousers / skirt. We would also suggest all children wear trainers as we will not be getting changed for PE. If any parent is unsure about this, please email the School Office in advance. Childcare children come to school in non-school uniform and should wear a clean set of clothes daily.

What about school lunches?

These will also be staggered. Reception, Year 1 and Childcare children have hot meals provided if required. Year 6 children will have a packed lunch from home (unless entitled to a free hot meal).

- Hot Meals will be served in the Main Hall with tables socially distanced
- Packed lunches will be eaten outside (weather permitting) or in class bases.
- When children go outside at break and lunchtimes, they will only be allowed in their designated zone and allowed to play with the children from their bubble.
- The playgrounds and field will be zoned off for each bubble and this will be reallocated each week for variety of play space.

How will it look in school?

The classrooms are set up to ensure that as much as possible the children will maintain social distancing. Please note that it is accepted that the youngest children will not be able to maintain the 2m rule.

- Each group will be in their own bubble. They will not mix with children from any other group throughout the day. Children will be either in their bubble in the classroom or zones outside, with movement around the school restricted to key staff.
- Teachers will teach from the front of the room with a lot less interaction.
- Regular handwashing in every classroom.
- Hand sanitiser in every room.
- Every room will be cleaned frequently throughout the day.

What must my child bring to school?

Each child will need to bring their own resources to avoid cross-contamination (please contact us if any item is an issue and we of course will help.)

- Their own pencil case/sandwich bag containing a sharpened pencil, pencil sharpener, pen (KS2), colouring pencils, ruler and glue stick
- Named water bottle
- Named sun hat, sun cream and hand cream (if needed)
- Lunchbox – if having packed lunch
- Healthy fruit snack for break time as school will not be able to provide this



These will be kept on a tray on their own desk and they will not share these with anyone else. Children will have their own allocated chair and desk where they will spend their indoor time.

If children in Year 6 have to bring a mobile phone to school with them, this will be their responsibility. It should be kept in their school bag / tray, turned off, and not used during school time. If a child does not follow this expectation, they will not be able to bring a phone into school.

What will they be learning?

- In school, the focus will be on the children's social and emotional wellbeing, Maths, Reading and Writing.
- It will be in line with what is planned for home learning.

How will I get a message to a teacher?

The School Office will be manned, but we respectfully ask that you limit phone calls to emergency information and enquiries only. Please use the School Office email address for contact and communication as we will not be able to have the normal drop-off/pick-up 'chats'.

What will happen if a child or adult shows signs of COVID-19?

- They will be removed from their bubble and brought to the isolation room where a member of staff will be in full PPE and the parent will be contacted and asked to attend to take them home immediately.
- The child will be asked to take a COVID-19 test and to let the school know the result.
- The child will be asked to self-isolate for 7 days or until the test results are back and are shown to be negative.
- The child's whole family will need to self-isolate for 14 days or until the test shows negative
- The rest of the bubble will be also sent home and told to self-isolate until the test result comes back and is shown to be negative.
- If the result is positive, then the family and bubble will need to self-isolate for 14 days to watch for symptoms and keep the school informed.

How will the school keep clean during the day?

- Children will have to wash their hands regularly and will need to bring their own hand cream if washing causes skin problems. We expect that this will be **at least** 5-6 times per day.
- Tissues will be available for every child to help promote the 'Catch it, bin it, kill it' approach.
- Surfaces will be wiped between activities with antibacterial spray and wipes.
- At break time and lunchtime, all door handles and the locks on toilet doors will also be wiped down when children are outside.
- Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day.
- All regular contact points, such as door handles, are prioritised for cleaning each day.

In order to ensure the safety of the rest of the school community, it is vital that any parents choosing to send their child to school respect all Government guidance and are not mixing with others outside of their household beyond the current regulations. If school has evidence that this is not the case, we reserve the right to not provide places for those children

If I don't send my child to school in the first weeks, can I change my mind?

We understand that some parents are concerned about sending children back to school. As time goes on, this may change. If you change your mind, then you can send your child back on the Monday of the following week. Please contact us if this is the case.

I hope this information will help you in making the best decision for your child and family. For all parents who have indicated that you intend to send the children to school when school opens for them, we look forward to seeing them on the days outlined in the letter. (Please note, the timeline for opening may be subject to change following continually evolving Government guidance.)

Best wishes and stay safe
Becky Linford
Headteacher

