



# Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Thursday 3rd September

Dear Parents/Carers

I hope you have all had a safe and restful summer. We have spent lots of time ensuring that we can open the school as safely as we can for all children and we cannot wait to see them again. Welcome video messages were put on the website at the end of last term and it might be useful to look at these again before your child starts back on Monday: <https://upper-beeding.eschools.co.uk/web/our-school> Hopefully these will answer any questions the children may have about how the new classes and year groups will look.

**Returning to School** - The purpose of the rest of this letter is to remind you of all the practical information you need and to reassure you that we have worked tirelessly to make **full** opening as safe and positive as we can. We understand there is a lot for you to read and hope you can appreciate this is necessary to enable you to know what school will look like for the children from Monday 7th September and the expectations we are asking of you.

As the Government guidance explains, school leaders have to make informed judgements on how to ensure all children return to school to a broad and balanced curriculum, putting in place appropriate measures to manage any risk. I do realise that some of what we have to do may cause difficulties for some of you, but please bear with us as the staggered starts and finishes are to maintain some level of social distancing and protect you and your children. The Government have also provided advice for parents:

[https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm\\_source=2%20September%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=2%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

I know that everyone involved will want to work together to ensure the safest possible environment and I hope that I have anticipated most of the questions you may have.

## **When And Who Will Be Able To Attend School?**

Everyone (accept our new Reception children) is expected back in school on **Monday 7<sup>th</sup> September**. As per the Government guidance, all children should now be attending school. Parents who still have concerns about children's wellbeing or safety in September, please contact school immediately. We will work with you and hopefully reassure you so you can be confident that we are doing all we can to keep children and staff safe. The Government has stated that from September the usual rules on school attendance will apply for parents and schools.

Pupils that were previously shielding, either for themselves or living with a family member who was shielding, are able to return to school as shielding advice paused on 1st August. See current advice on shielding:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## **How Will The Children Be Organised?**

Each class (bubble) will cater for the maximum number of pupils it is allocated (up to 30) with the appropriate number of adults per class. Each class and the associated adults will form a single 'bubble'. These single bubbles will then, at certain times, create 'super bubbles' (year groups) who will not come into contact with any other 'super bubble' during the school day. We believe that this will allow us to support the emotional wellbeing of



children as they return to school, as well as deliver the appropriate catch up curriculum to meet all our children's needs.

### What Are Drop-off And Pick-up Arrangements?

It is essential that we keep the different super bubbles (year groups) of children separate from each other throughout the whole day. This includes drop-off and pick-up.

- Only **one adult** should come to school with his/her child and ensure that appropriate social distancing is maintained. (If siblings cannot be left at home, they must stay with you and not mix with others).
- **Year 5/6 only** may walk to and from school on their own.
- Mrs Linford (or in her absence Mr Hughes / Dr 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 Mr Hughes / Miss James) will be at the **new Year 6 side gate** by the Old Building to direct **USA, Morocco, Iceland and Italy** children to their class bases.
- Class teachers will be outside their class doors to direct children into their class bubbles.
- 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 in the allocated "waiting zones".
  - **Reception parents on grass area by Head Teacher and School Office**
  - **Y1/2 parents on grass areas either side of pathway to side entrance by KS1 classroom Kenya (Mrs Gilpin)**
  - **Y3/4 parents on grass areas near respective gates next to Kenya class and/or Reception**
- Please leave immediately you have your child so KS2 parents have space to collect their children.
- **If you have to wait for a sibling please keep all children with you and ensure social distancing is observed as best you can**

To ensure we can maintain some social distancing, there will be **staggered times** to the day for different year groups (super bubbles) and different entrances for children to use. If you can see that other parents and children are waiting, please ensure you leave an appropriate distance between family groups in your waiting zone 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 or early to school and you do not arrive late or too early for collection, so we can maintain social distancing for all.**

Year Group	Drop off time	Pick up time	Drop off and Collection Point for Pupils and Parents
<b>Y5/6</b>	8:40 – 8:50	<b>3.15</b>	<b>Year 6 side gate off Church Lane by the Old Building.</b> All classes: Morocco, USA, Iceland and Italy <b>enter and exit school from this gate.</b>
<b>Y3/4</b>	8.40 – 8:50	<b>3.00</b>	<b>Main School Front Gates</b> Side gates by Kenya class: Canada and Mexico Side gates by Reception class: France and India
<b>Y1/2</b>	8.50 – 9:00	<b>2:45</b>	<b>Main School Front Gates</b> Side gates by Kenya class: Australia, Greece, Kenya
<b>EYFS</b>	8.50 – 9:00	<b>2:30</b>	<b>Main School Front Gates</b> Side gates by Reception class: China Red and China Blue

- We are encouraging Year 5/6 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 and childcare providers, even if you have previously had permission. This is to enable all parents and families to social distance safely and we may need to use the car park.**
- **Parents are still not 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.**

### What Do I Do If I Have More Than One Child And They Start And Finish At Different Times?



I am so sorry that this will potentially inconvenience some parents and hopefully this staggered approach is not a long term solution, but initially this is how we will have to work in order to try to keep everyone safe. If you do have to wait for a child after collecting your first one, please stand in a socially distanced space on the grass areas so pathways are left clear / in your car (off school site) or, if you have a longer wait, come back at the allocated time. The time slots are there to prevent families from gathering too closely. Thank you for your patience during this time and like all our processes, we will review them if necessary.

### **Does My Child Need To Wear Uniform?**

We expect children to come to school in their normal uniform and school shoes and also bring in appropriate PE kit/trainers/plimsolls. **Please ensure that all items are clearly named.**

### **What About School Lunches?**

**These will also be staggered. Reception, Year 1 and Year 2 have hot meals provided (UIFSM). We would ask that all KS2 children (Year 3,4,5&6) bring a packed lunch from home.** We are currently unable to accommodate hot school meals for KS2. However, we will monitor the situation and hope to restart this facility as soon as we can.

- 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 play area and allowed to play with the children from their super bubble.

### **How Will It Look In School?**

The classrooms will be set up to ensure that as much as possible the children will have the resources they need for the day. The tables will be organised so children are not sitting opposite each other.

- Teachers will mostly teach from the front of the room but will be able to interact for short periods of time with the children.
- Regular handwashing in every classroom.
- Hand sanitiser in every room.
- Cleaning materials in each class.

### **What Should My Child Bring To School?**

Children will need to bring their own resources (please contact us if any item is an issue and we of course will help.)

- Their own **standard size pencil case/sandwich bag** containing a sharpened pencil, pencil sharpener, pen (KS2), colouring pencils, ruler and glue stick. (Please do not send Smiggle, oversized or furry pencil cases or felt tips into school).
- **Named water bottle.**
- **Named sun hat, sun cream and hand cream** (if needed). *Sun cream should be applied before they arrive at school but it may need topping up during the day. We would be grateful if parents could help younger children to practise applying sun cream as we will unfortunately be unable to help them with this.*
- **Named Lunchbox** – if having packed lunch.
- **Healthy fruit snack** for break time.
- **Named PE kits**, including trainers/plimsolls.

If children in Year 5/6 have to bring a mobile phone to school with them, it will be their responsibility to hand to class teachers at the beginning of each day and collect again at the end of the day. All mobile phones must be turned off and they will be stored securely for the day. If children do not follow this expectation, we will ask them not to bring their phones to school.

### **What Will They Be Learning?**

- The first week back will focus on the children's social and emotional wellbeing and introducing the new systems and expectations at school.
- We will be establishing where children are with their learning in Maths, Reading and Writing.
- We will deliver our creative curriculum as well as giving identified children opportunities to catch up on missed skills and knowledge in Maths and English.
- We will still have PE, Music and Topics but they may look a little different!



### 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 still not be able to have the normal drop-off/pick-up 'chats'. *Please try to ensure that messages do not need to be passed onto your children during the school day so Office staff do not have to enter into different bubbles.*

Any visits to school will be by appointment only and any conversations with teachers will mainly need to be by phone or email.

### What Will Happen If A Child Or Adult Shows Signs Of COVID-19?

- He/she will be removed from his/her 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 collect the child straight away.
- Parents must be available to collect their child within a maximum period of 45 minutes.
- The child/adult will be asked to take a COVID-19 test and to let the school know the result.
- The child/adult will be asked to self-isolate **for 10 days** or until the test results are back and are shown to be negative.
- The child/adult's whole family will need to self-isolate for 14 days or until the test shows negative.
- If the test 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. This may include a super bubble depending on who the child has been in contact with.
- Should the school have 2 positive cases within a fortnight, this would be considered an outbreak and the Local Authority and Public Health would be informed. The decision to close the whole school or have a partial closure would be at Local Authority and Public Health level.

### How Will The School Keep Clean During The Day?

- Cleaning throughout the school day will follow Government guidance .
- 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.

I understand there is a lot of information to consider but I really hope I have managed to put your minds at rest and reassured you that we are ready for all your children on Monday – we cannot wait to see them! It has not been the same without them all and we have missed them so much.

Best wishes and stay safe

Becky Linford

Head Teacher

