

**Plan and information for inviting back additional pupils, where there is capacity, before the summer holidays
(Year 2, Year 3, Year 4 and Year 5)**

Firstly, we hope you are all well and we thank you again for your continued support - particularly with supporting home learning. Following on from our email last week, we are now able to outline our proposals for the opening of school to welcome back additional pupils from Year 2, Year 3, Year 4 and Year 5.

After reading this information, we would be grateful if you could complete a very short survey which will be sent via ParentMail tomorrow. If you do not receive ParentMail communications, please contact the school office to let us know whether you will be taking up this offer by the end of the week.

Re-connect and transition

Since the first week in June, we have successfully welcomed back additional children to our school in Reception, Year 1 and Year 6. Following positive feedback from the children and parents, we have formulated a plan which enables all children from the other year groups to be invited back to school for a limited number of days before the summer holidays. We firmly believe that it would be in the children's best interests and to support their well-being to have an opportunity to re-connect with school, their friends and our staff.

We have prepared for this following the safety guidance published by the Department for Education and our Local Authority.

Organisation

Please be aware that outlined in the Government's '[Planning Guide for Primary Schools](#)' publication, they have acknowledged that, 'unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.'

Following this guidance, we have ensured these measures are implemented:

- avoiding contact with anyone with symptoms
- frequent hand washing and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

We have planned that each year group (Year 2, Year 3, Year 4 and Year 5) will be invited back to school for a small number of consecutive days commencing from the week beginning 29th June. These additional groups will be situated in the Green classroom. We have planned for the children to be supervised by their class teacher and for opportunities for selected year groups to have some allotted time with their new teacher to support transition.

(Please note that children in Year 1 and Year 6 will continue to be supervised as normal by their class TA on days when Miss Chittock and Mrs Scorey are with children in Year 2 and Year 5.)

Proposed Timetable:

Mon	Tues	Wed	Thurs	Fri
29	30	1	2	3
Year 3 Miss Jackson 8:50am – 3:05pm	Year 3 Miss Jackson 8:50am – 3:05pm	Year 3 Miss Jackson 8:50am – 3:05pm	Year 3 Miss Jackson 8:50am – 3:05pm	Year 2 Miss Chittock 8:50am – 12:05pm

Mon	Tues	Wed	Thurs	Fri
6	7	8	9	10
Year 4 Miss Jackson 8:50am – 3:05pm	Year 4 Miss Jackson 8:50am – 3:05pm	Year 4 Miss Jackson 8:50am – 3:05pm	Year 4 Mrs Scorey 8:50am – 3:05pm <i>Transition Day</i>	Year 2 Miss Chittock 8:50am – 12:05pm

Mon	Tues	Wed	Thurs	Fri
13	14	15	16	17
Year 5 Mrs Scorey 8:50am – 3:05pm	Year 5 Mrs Scorey 8:50am – 3:05pm	Year 5 Mrs Scorey 8:50am – 3:05pm	Year 5 Mrs Scorey 8:50am – 3:05pm	Year 2 Miss Chittock 8:50am – 12:05pm

Mon	Tues
20	21
Year 2 Miss Jackson 8:50am – 3:05pm <i>Transition Day</i>	Year 2 Miss Jackson 8:50am – 3:05pm <i>Transition Day</i>

Each returning year group in the Green classroom will have a maximum of 15 children, and be supported by a teacher and another staff member who will help to monitor regular cleaning of high contact points.

Red Room	Yellow Room	Green Room	Blue Room	Hall
Reception	Year 1	Additional Pupils Year Group	Year 6	Children of Key workers and vulnerable children who are not in the selected year groups

To reduce contact between children and staff further, the above groups will not mix and they will be kept separate from the other groups throughout the day. Break times and lunchtimes will be staggered as will drop off and pick up times.

In the classroom, we have spaced desks out as far apart as possible. Children will be allocated their own table/work space and chair (see the examples below).



We have limited the number of children using the toilet facilities to one at a time.

Signage is also visible around the school to prompt children to remember the new routines and rules.

Cleaning and hygiene

In conjunction with regular daily cleaning through our contracted cleaning service provider Ecocleen, staff regularly clean high contact points throughout the day. These include all frequently touched surfaces and equipment e.g. door handles/taps.

All children and adults regularly wash their hands with soap and water.

Doors are propped open where it is safe to do so to limit use of handles and to aid ventilation.

Soap and hot water is available in all classroom areas and toilet areas.

All children are encouraged to use tissues or their elbow if they cough or sneeze. We have a good supply of tissues and each classroom has a lidded bin for their disposal.

Any unnecessary items from classrooms have been removed.

Any items or play equipment that remain in classrooms or in outside spaces are cleaned regularly throughout the day.

Movement around the school

To reduce contact between different groups of children, and between adults, we have one way systems in place. While we will endeavour to keep groups apart, the Government's advice is that, 'brief, transitory contact, such as passing in a corridor, is low risk.'

Attendance

We will resume taking attendance registers for the days your child is in school but the Government have stated that: 'Parents and carers of eligible year groups, and critical workers/parents and carers of vulnerable children, are strongly encouraged to bring in their children, but they will not face fines or other sanctions if they don't.' They have also said that schools will not be held to account for their attendance figures during this time.

Lunch arrangements

Currently, children are eating a packed lunch in their classroom. For the days your child will be in school, please provide them with a packed lunch. Please note that we only offer packed lunches should you wish to order a meal from school. If your child is eligible for benefits-related free school meals, we would expect parents to provide a packed lunch for their child whilst the voucher support system is in place.

Items to and from home

To reduce the risk of transmission, it will not be possible to allow any resources to be taken home e.g. reading books.

Your child may only bring in requested items. Any items brought into school will be cleaned on arrival e.g. lunch boxes. Children can bring a pencil case into school if they wish to. Any items brought in will need to remain in school on your child's desk for the duration of their time in school.

Pupils may also be required to return to school with their PE kits as physical education lessons can take place although they will be strictly non-contact. Any PE lessons will be delivered by the class teacher and not CSF, our usual providers, at this time.

Further details about this will be sent to you in advance of your child's year group being invited to return to school.

Drop off and pick up routines

To reduce the number of people on site at any one time we have made changes to drop off and pick up times. Please see below that arrival time for the additional pupils group will be at 8:50am and pick up will be at 3.05pm. If you are picking up siblings, you will be able to collect them together at the earliest allotted time to prevent any unnecessary waiting/gatherings.

Year	Arrival	Depart	FRIDAY
6	9:00 Drop off at main gate if possible – walk round side of school in single file, 2m apart and enter classroom at the rear. Any parents will walk round and drop off in the rear playground as normal, and continue using the one way system to exit.	3:15 Some pupils will walk home Others will be collected by parents in the usual way - parents walk round and collect from rear playground, and continue using the one way system to exit.	12:15
Additional Pupils Year Group	8:50 Any parents will walk round and drop off in the rear playground as normal, and continue using the one way system to exit.	3.05 Some pupils will walk home Others will be collected by parents in the usual way - parents walk round and collect from rear playground, and continue using the one way system to exit.	12.05
1	8:40 Parents will walk round and drop off in the rear playground at the gate in the usual way, and continue using the one way system to exit.	2.55 Same as arrival – Queue on the playground keeping 2m apart. Children will be released in order and then continue with parent using the one way system to exit.	11.55
R	8:30 Parents will walk round and drop off in the rear playground at the gate in the usual way, and continue using the one way system to exit.	2:45 Same as arrival – Queue on the playground keeping 2m apart. Children will be released in order and then continue with parent using the one way system to exit.	11:45
Key worker	9.00 Drop off at main gate straight into the hall.	3.15 Collect from main gate.	12.15

In the interest of controlling the risk of infection, we request that:

- only one parent undertakes this role (if possible)
- you are prompt
- you maintain a social distance of 2 metres from other parents and children whilst on the school site
- you adhere to our one way system



Please note that any clinically vulnerable groups are discouraged from picking up or dropping off school children.

Living with a shielded or clinically vulnerable person

Guidance: If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

Unfortunately, we cannot guarantee that 'stringent social distancing' can be adhered to whilst your child is in school with their selected year group so it would be advisable that they remain at home. However, we would like to offer the opportunity for any child who has to remain at home an alternative time to visit school when strict social distancing can be put in place e.g. after 3:15pm or on a Friday afternoon. This would still give the children a chance to reconnect with school and their teacher.

Further details about this will be sent to you in advance of your child's year group being invited to return to school.

Visitors

We have been limiting any external visitors entering the school building during school hours.

This will mean, until further notice, parents will only be allowed to enter the school building by appointment. This includes the office entrance area. We appreciate that this may be problematic, but please continue to communicate with the office in the normal way – via email or telephone. You can also continue to contact your child's class teacher using the home learning email address.

Remote education during wider opening

We have been able to successfully offer remote home learning over the recent weeks to all year groups. However, when Miss Jackson commences teaching at school it will be more difficult to maintain the same level of provision for those pupils in Year 3 and in Year 4, as well as those who are eligible to attend but do not. Due to this, we have reduced the school week to 4.5 days (Friday will be a half day - morning only) to enable our teaching staff to have the capacity to provide learning activities for the children who are at home. This time will also enable support staff to clean resources and equipment in preparation for the following week.

This reduction in the school week does not affect children of keyworkers who will continue to be supervised for the remainder of Friday if required.

If your child is in Year 2 and you feel that it would impact your working day if you have to collect them at lunchtime on a Friday, then please let us know on the survey or email the school office.

Clubs, Before School Care and After School Care

We are not be able to offer our usual 'wraparound' provision or any extra-curricular clubs as children have to be kept within their groups. This will also enable our Cleaner to have open access to all rooms and adequate time to clean thoroughly at the end of each school day.

First Aid

Personal Protective Equipment (PPE) has been obtained for staff members to wear should a child require first aid treatment or if a child becomes unwell with COVID 19 symptoms.

Staffing

Despite having two staff members who are shielding on NHS advice due to an underlying health condition, we have enough staff available to support these arrangements.

Yours faithfully

Thurton CofE School Staff