Duxford Primary School Full re-opening – Parent Guidance

Dear Parents and Carers,

We have now received guidance from the Government about the full re-opening of schools from September 2020.

The actions the school must take involve minimising the number of interactions between groups of individuals in order to prevent the spread of the virus. These may be temporary arrangements and the leadership team will review fortnightly. Further guidance for schools is due to be released in August but I will not make any changes to the plans I am explaining today unless further restrictions are required. As the year progresses we hope we will be able to return to a more normal approach to school; this will however be dependent on government guidance and how Covid-19 progresses over time.

**What school will look like**

Guidance states that schools should operate in bubbles. This is key to minimise interactions between groups of children and also to keep the number of children required to self-isolate to a minimum should there be a confirmed case of Covid-19. Each class will be a bubble and will work, play and take lunches in that bubble. Start, end and play times will all be staggered to enable the bubbles to remain separate. Children in Year 2 and in Key Stage 2 will sit at forward facing desks. Each class will have a designated space for group work outside of the classroom and children will only use school corridors with adult supervision.

**Drop off and Collection**

Year groups will be required to arrive and depart at different times. This is to avoid any gatherings or crowds. The KS2 main gate and the back gate that leads out onto the recreation ground will both be open. **Do not use the gate next to the KS1 entrance** as this is for use by pre-school. There will be a member of school staff on duty at each gate and they will be able to take messages for the class teacher or, alternatively, messages could be emailed to the office. Parents should not come into the office unless they have a pre-arranged appointment.

Children will access classrooms via their individual outside classroom doors. For Year 1, this is via the gate in their fenced off patio area. Finches will use the main key stage 1 entrance – parents may prefer to use the back gate to the recreation ground rather than walk around from the KS2 gate. KS2 children will be expected to be dropped off at the gate and go around independently once they have settled into their new class. For KS1 children, parents will have the choice to walk their child around to their classroom door if they think this will help their child feel more settled. We understand that it may be more complex than usual for parents/carers with children in different year groups but, for everybody’s safety and to reduce the chances of the whole school being instructed to close, this is what we are going to have to do.

To avoid families waiting around at the start of the day, we will be running a drop off window. If you have children in two different phases (UKS2/ LKS2/KS1) you should drop your children off at the crossover time. For pupil safety, pick ups are at a fixed time. Please wait promptly at the required time, adhering to social distancing, on the field or playground area outside your child’s classroom. Finches’ parents should wait on the Key Stage 1 playground, in view of the door. Please wait well back from the classrooms so that children and parents have a clear walkway to the gates. Children will be released from classrooms one at a time.

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| Class | Classroom | Access to classroom via | Waiting area for parents | Drop off time | Collection time |
| Year 6 | Skylarks | External classroom door | KS2 playground | 8.35-8.45 am | 3.00 pm |
| Year 5 | Hawks | External classroom door | KS2 playground | 8.35- 8.45 am | 3.05 pm |
| Year 4 | Wrens | External classroom door | School field | 8.45-8.55 am | 3.10 pm |
| Year 3 | Blackbirds | External classroom door | School field | 8.45-8.55 am | 3.15 pm  |
| Year 2 | Finches | Key Stage 1 main entrance | KS1 playground | 8.55-9.05 am | 3.20 pm  |
| Year 1 | Puffins | Side gate to classroom patio area | School field | 8.55-9.05 am | 3.20 pm |

For children who come to school by bus, they will walk around to their class on arrival and, at the end of the day, remain with their class teacher/TA until the bus has arrived. The local authority is working with coach companies to ensure that school travel is as safe as possible.

**Uniform and equipment**

Children will be expected to wear full school uniform. As they will be using the daily mile each day, children should wear robust school shoes or trainers. Long hair must be tied back. The children will not have free access to the cloakrooms so cannot have PE kits in school. We therefore ask children to come to school dressed in PE kit on their PE days (plain white or house coloured T-shirt, dark shorts/ joggers/leggings, trainers) as well as a school jumper/cardigan. Y1, Y2, Y3 & Y4 have PE on Tuesdays. Y5 & Y6 have PE on Wednesdays. Additionally, Y2 and Y4 have an extra PE session on Wednesdays during the first half of the Autumn term. Children should bring the bare minimum to school. If they need a bag, it should be a school book bag or a draw-string PE sized bag that can be hung on the back of their chair or put in their drawer. They need tissues, hand sanitizer and a **small** pack of felt tip pens – these should remain in school. Plus, a water bottle and – if required -a packed lunch. School will, initially, provide individual sets of all other stationary items required.

**Lunches**

School will be offering a hot lunch (one choice) or a healthy packed lunch to children in Year 1 and Year 2 and these will be eaten in the hall with distance between the bubbles. Children in key stage 2 will be provided with a school packed lunch (children in key stage 2 who qualify for free school meals can request a hot school dinner) and these will be eaten in classrooms. Children can bring a healthy packed lunch if preferred. Arrangements for hot school lunches may change once we have settled into this new routine.

**Attendance**

From September, the expectation is that all children will attend school as normal. Children should only be absent if they are unwell or have an unavoidable medical appointment. If children, or any member of their household show symptoms of Covid-19, they will be expected to go for a test and not attend school until either they have a negative test result or they have been off school for the appropriate amount of time after a positive test. For information about how to get a test please see the following guidance:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Where there is a positive case within a bubble, that bubble will be required to self-isolate. For those children who have remained learning from home since March we understand that you or your child may have anxieties about returning to school. The local authority is regularly checking infection rates and these remain low. We have carefully written risk assessments to ensure we keep our pupils, families and staff as safe as possible. Children who have returned to school this term have very quickly settled into the new routines we have set up. We are confident pupils will not take long to adapt to this new way of working in school.

**Lessons and learning**

We will continue to follow a broad and balanced curriculum. Teachers will plan in opportunities to assess where children are and ensure plenty of chances to rehearse key English and Maths skills. We will also have a large focus on PSHE to ensure children are able to come back together, are ready to learn and are given the chance to work through any issues that have arisen from this difficult time. Staff will expect high standards of behaviour and children will be supported to understand how their behaviour can keep everyone safe. In the event of a Covid-19 outbreak resulting in local lockdown or a bubble closure, online learning will be available. We will be using Starz across the school to set home learning and KS1 will continue to access and use books using Bug Club. Assemblies for children will be virtual using TEAMs within school.

**DX**

Breakfast and after school club are aiming to be run again from September. We are currently working with DX to establish provision for before and after school. These will run under very strict guidelines and further information will follow. There will be no other after school activity clubs for the time being because these would entail mixing children from bubbles.

**Health and safety**

School has rigorous risk assessments in place which are regularly updated. Actions are grouped, following Government guidance, into ‘prevention’ and ‘response.’ Hygiene is key to prevention. Children will therefore be expected to clean their hands thoroughly at regular, timetabled points of the day. We must also ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. In addition, school has introduced enhanced cleaning which includes regular cleaning of frequently touched surfaces. Children within their bubbles are not expected to social distance. Adults within school are. We also urge all families to adhere to latest government guidance with regards to social distancing outside school. Portaloos have been hired for use by upper key stage 2 to ensure that there is enough toilet capacity for all children in key stage 2. These will be cleaned each day by our cleaners and have a weekly service by the suppliers. You **MUST NOT** send your child to school if they or anyone they live with shows symptoms of COVID-19.

**Should there be any further guidance giving stronger measures than we have explained in this letter, we will be back in touch before the start of term.**

I would like to thank you for all of your support throughout this unprecedented time and we all look forward to welcoming our children and families back to school in September.

Yours sincerely

Suzanne Blackburne-Maze

Headteacher