

Dear Parents and Carers

This letter contains the steps that Felton C of E Primary will be taking to fully reopen to all pupils this September. It also attempts to answer as many of your questions as possible and to share everything you need to know to help your child prepare for their return to school.

Because we believe that the return to school is vital for your child's continued education and wellbeing; we have planned carefully to ensure that all pupils can return in the Autumn term as safely as possible. So in order to help keep all members of our school community safe, we will continue to maintain social distancing and infection control measures, in line with the most up to date guidance and the relevant risk assessments.

When the school will reopen

The school will reopen fully on **Thursday September 3rd 2020** to all pupils in all years, and any previous arrangements to limit school places during the coronavirus pandemic will no longer be in effect.

Attendance

Attendance for all pupils is mandatory from the beginning of the Autumn term, including for pupils who have, so far, been advised to shield at home. Pupils who are self-isolating due to presenting with symptoms of coronavirus, or have been exposed to somebody presenting with symptoms of coronavirus, must not attend school until the self-isolation period has passed or they test negative for coronavirus. If your child presents with coronavirus symptoms, the self-isolation period is seven days; if a member of your household presents with coronavirus symptoms, the self-isolation period for your child is 14 days.

Pupils who cannot attend school at the start of the Autumn term due to sickness or self-isolation requirements will be educated remotely. If this circumstance arises, the school will discuss with you how your child can access remote education.

Getting to school

To allow for effective social distancing and infection control, the school will be using **staggered starting and finishing times** until further notice. Please see the table below for information on when we expect groups of pupils to arrive at school and when they should be picked up.

Group	Arrival time	Pick-up time
Explorers (N/R)	8.50 am	2.50pm
Adventurers (Y1/2)	9.00am	3.00pm
Voyagers (Y3/4)	8.50am	2.50pm
Pioneers (Y5/6)	9.00am	3.00pm

If, for any reason, you are unable to pick up or drop off your child during these allocated slots, please contact the school office as soon as possible.

For those of you who are using Pumpkin pie for wrap around care we have shared this information with them and made suitable arrangements for their pick up and drop off times.

Pupils will enter and leave the school through their designated zone's entrance which will be clearly marked - the bell will not ring and your child will be met by their class teacher.

A marked one-way system remains around the school grounds to minimise face-to-face contact

between parents and pupils entering and leaving school. If you are dropping off children in different zones we ask that you loop back around for the second drop off or collection using the one way system to avoid bottlenecks on the yard. Please also remember that the exit is through the car park and gates which remain open to visitors. Staff will not be arriving or leaving at pick up or drop off times.

Infection control and social distancing measures as of September

It is vital that we maintain infection control and social distancing measures when we welcome back all pupils and staff from the start of the Autumn term. To ensure everyone's safety, we will be ensuring the following as part of our risk management plan:

- Anyone who is unwell and displaying symptoms of coronavirus will be asked to stay at home for seven days
- Robust hand and respiratory hygiene practices will be encouraged and enforced
- Enhanced cleaning will be undertaken as necessary, including cleaning any frequently touched surfaces throughout the day
- The NHS 'Test and Trace' system will be actively used and followed
- Limitations will be placed on the number of people staff and pupils encounter during the school day
- Large gatherings will be avoided, e.g. assemblies and collective worship
- Pupils will be grouped together in their class bubbles and asked to remain in these groups
- Contact between groups will be avoided
- Classrooms will be arranged to allow for social distancing and where possible desks will be arranged to minimise face-to-face interaction between pupils.
- Pupils will be asked to remain at least two metres away from members of staff, where practical

Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you via email as soon as possible.

If your child becomes unwell

If your child becomes unwell at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, they will be sent home immediately. They will be helped to self-isolate within the school and supervised until they can be collected. The school will contact you via telephone as soon as possible should your child need to go home.

If we do not have your up-to-date contact details, please contact the school office as soon as possible to notify us of any changes.

If your child becomes unwell at home and is presenting with symptoms of coronavirus (listed above), we ask that your child does not attend school and instead stays at home for the next seven days or until they test negative for coronavirus. **We encourage all parents whose child is presenting with coronavirus symptoms to get their child tested and, where required, their family.**

Please contact the school office via telephone before **8:30am** to notify us that your child will not be attending. We also ask that you notify the school office as soon as possible with the results of any coronavirus tests your child has undertaken.

How pupils will be grouped

Consistent groups will be in place when pupils return to school at the start of the Autumn term.. Keeping to strict group arrangements will help us to reduce the number of people who will be asked to self-isolate, should a member of the group become ill with coronavirus.

From September, pupils will be grouped using whole-class groups of no more than 30 pupils until further notice. **Groups will not mix, including during break times and lunchtimes.**

Should any of the above group arrangements change at any time, the school will notify you via email as soon as possible, as this may affect your child's arrival and departure times.

Staff organisation from September 2020

Class groups	Staff
Explorers Nurs/Rec	Sophea Pounder, Joanne Murray, Lewis Shaw
Adventurers Yr1/2	Richard Pearson, Vanessa Robshaw, Isabelle Ashton-Gibson
Voyagers Yr3/4	Lara Paisley Jane Leithead, Kerry Dixon, Sarah Hunter, Jane White
Pioneers Yr5/6	Nicola Gamston, Jane Leithead

We are delighted to welcome back Mrs Nicola Gamston from maternity leave - she will return to the Pioneer's class from Monday to Thursday. We are also very pleased that Ms Jane Leithead will be staying with us for another year. She will teach across Key Stage 2 (Voyagers and Pioneers) and in order to expand our current leadership, will also take on the role of Deputy Headteacher in school for the next academic year.

Curriculum

We are aware that children returning to school will all have individual fears and worries and be at different stages academically. Our focus in the first few weeks will be to establish where children are in their learning so that we can best plan for their needs. Please also be assured that looking after your children's wellbeing will remain paramount.

We know that children who feel safe and happy in school learn best and we will work extra hard to provide opportunities to explore their feelings about being back at school, re-establish routines and remind them how much fun learning in school can be! We will ensure that all children, whatever their starting point in September, will be supported to transition back into full time school. As always, we will tailor our curriculum and teaching to meet the needs of the individual, both emotionally and academically.

Supporting pupils with SEND

We understand that some pupils with complex needs may find this transition back into school and a new routine particularly challenging or stressful. To help support pupils with SEND transition back into school, the Headteacher(SENCO) and class teachers will meet to discuss the individual arrangements for your child.

Please do not hesitate to contact the school office in the first instance should you have any concerns specific to your child's needs in preparation for their return in the Autumn term.

Given the current situation our school key development priorities remain completely relevant and therefore unchanged.

Key Priority 1

'The continued provision of an innovative, inclusive and creative curriculum both indoors and out, underpinned by the highest quality teaching and assessment to ensure that every child achieves and sustains outstanding academic, personal and spiritual development'

Key Priority 2

'Effective leadership from the Head teacher, staff and Governors ensures that clarity of vision, high expectations driven by rigorous monitoring and evaluation and supported by highly efficient organisational systems continues to provide a safe environment which enables all pupils and staff to excel.'

Online learning

Thank you to those of you who provided feedback on our online learning provision over lockdown. Comments were overwhelmingly positive and paid tribute to the level of commitment and hard work the staff and children have shown over the past few months.

We have however, taken on some of the very constructive comments on how we might improve what we do and have incorporated these into our plans for remote learning in the future. The best elements of online learning will still form part of our curriculum delivery moving forward and indeed may need to be an essential part of your child's learning again if there is a local lockdown and our school is closed down.

All remote learning will incorporate high quality online resources and teaching videos, as well as printed worksheets and textbooks for those who do not have computers.

Remote learning will also be provided for any children self-isolating at home.

School lunches

School kitchens will be fully open from the start of the Autumn term and Free school meals (FSM) will be provided as normal. Menus will be shared with you at the start of term.

Pupils will be asked to remain in their designated groups at lunchtime and will eat their lunches in **the school hall at staggered times from 11.30 until 1.15**. Infection control and social distancing measures will be in place during lunchtime and all tables and benches will be sanitised after each group has had lunch.

Educational visits / clubs

From the start of the Autumn term, the school plans to resume any non-residential educational visits that are deemed educationally significant. However, we are not currently planning any in the first half term and will make decisions about the residential in the Spring and Summer terms at a later date.

Swimming and after school clubs will not take place in the first half of the Autumn term and we will notify you if and when this situation changes.

PE

Pupils will be kept in their consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in sport because of the way in which people breathe during exercise.

Activities such as forest based learning, active miles and making break times and lessons active, will enable pupils to be physically active while encouraging social distancing will be part of our everyday routine.

School uniform

The school expects all pupils to wear school uniform from the beginning of the Autumn term.

I would like to thank you for your continued hard work and co-operation during the coronavirus pandemic. We are committed to supporting you and your child as they transition back into school routine. I hope that you have a safe and relaxing summer break and we look forward to welcoming all of you back in September.

Kind regards

Yours sincerely,

Suzanne Connolly
Headteacher

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