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**'Embracing Learning.
Inspiring Ambition.
Celebrating Individuality'**

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Dear Parents and Carers,

As you know, last Monday the DfE published its guidance in relation to the gradual opening of schools for pupils in EYFS, Year One and Year Six pupils. We are also expected to continue to provide on-site provision for Key worker priority groups alongside providing home learning provision for those pupils not attending school. Many thanks for your swift response to my letter and for your very considered and sensible questions, comments and kind words of support.

An Daras Trust is committed to re-opening its schools in accordance with DfE guidance where it is appropriate and safe to do so. However, in order to do this, we will need to implement protective measures and complete rigorous risk assessments. We have been working on these risk assessments since the announcement and taking advice from the County Health and Safety team. We will be following DfE guidance regarding implementing protective measures. Protective measures will include:

- **Frequent hand washing.**
- **Regular cleaning of premises**
- **Minimising contact and mixing where possible and by reducing class sizes**
- **Staggered start and finish times and lunchtimes.**
- **Children will only be in on certain days with no more than 15 children in any one room at a time.**
- **We will ask children to bring in a packed lunch and drinks bottle clearly labelled.**
- **Avoiding contact with symptomatic people.**
- **We will do our best to keep the same staff with the same children although there may be occasions when this isn't possible.**

However, the guidance states that the following groups of students and staff will need to continue to work from home.

1. Students and staff who are classed clinically vulnerable.
2. Students and staff who are classed as clinically extremely vulnerable or live with people who are classed as clinically extremely vulnerable.

Pupils displaying symptoms

As previously, if your child or a member of your household is displaying symptoms, you should not bring your child to school. Your household should then isolate for a minimum of 7 days but longer if anyone is still displaying symptoms.

For any pupil who begins to display symptoms at school, we will follow the DfE instructions to isolate them immediately. They will remain in isolation supervised by a member of staff provided with PPE and at a distance of 2 meters. Please ensure, if your child is in school, your emergency contact details are



up-to-date. If concerned we will be taking pupils temperature. **If your child needs Calpol at home, we ask that you do not send your child to school.**

What 'School' will look like at St Stephens:

It is crucial that children are prepared for how different school will be from previously. In order to meet the DFE guidelines our wider re-opening will be trialled in the following way:

Home Learning

On Mondays school will be closed to all except pre-booked Key Worker children. This time will be used by staff to set home school learning for the week. As the majority of staff will be on rota in school, home learning will continue to be set in the form of our home learning grid to be completed at home throughout the week. Teachers or LSA's will support through the week on days they are not in school through J2E/Evidence Me, checking, marking, messaging etc. This will support those children who are unable to return to school yet or cannot return due to vulnerability or parental choice.

Learning in School

Learning in school will be based on the same learning that has been sent home. Most learning will take place outside.

Timetable

It is important that we follow guidelines in staggering times and avoiding the mixing of groups of children and adults therefore the timetable will be as follows.

Key worker children:

Key worker children will be kept in the group they are currently in (unless Pre-school provision is open on the days a Pre-school child attends) They will be based in Classroom 5 with a rotated teacher available daily. Parents must wait outside the building please during handover and remain 2 metres apart from other parents.

Times: 8.45am-3.15pm

Pre-School children:

Pre-school children will be split into a group A and a Group B. **We are currently prioritising those children (4yr olds) due to transition into reception in September to support them in this preparation.** If your child is not in this group, we are not offering them provision at present. They will be based in the Pre-school building. Parents must wait outside the building please during handover and remain 2 metres apart from other parents.

Group A will be based in Pre-School on Tuesday and Wednesday with a teacher and an LSA.

Group B will be based in Pre-School on Thursday and Friday with a different teacher and an LSA.

Times:9.30-2.30

Reception (YF) children:

Reception children will be split into a group A and a Group B. They will enter/exit through the main school gate and their usual classroom door. Parents must wait at the bottom of the steps please during handover and remain 2 metres apart from other parents.

Group A will be based in Reception on Tuesday and Wednesday with a teacher and an LSA.

Group B will be based in Reception on Thursday and Friday with a different teacher and an LSA.

Times: 9.30-2.30



Year 1 children:

Year 1 children will be split into a group A and a Group B. They will enter/exit through the main school gate and through their outside classroom door. Parents must wait by the wicker fencing during handover and remain 2 metres apart from other parents.

Group A will be split and based in Year 1 and 2 on Tuesday and Wednesday with a teacher and a TA
Group B will be split and based in Year 1 and 2 on Thursday and Friday with a different teacher and TA
Times: 9.15-2.45

Year 6 children:

Year 6 children will be split into a group A and a Group B. They will enter/exit the school via the gate by the main office and go around the back of their classroom to enter their classroom. Parents must wait by the front of the school during handover and remain 2 metres apart from other parents.

Group A will be split and based in Year 6 on Tuesday and Wednesday with a teacher and LSA
Group B will be split and based in Year 6 on Thursday and Friday with a different teacher and LSA
Times: 9.00-3pm

Class 7/ARB children:

The children attending the Area Resource Base will be split into a group A and a Group B. They will enter/exit through their usual ARB entrance. Parents must wait in front of this area during handover and remain 2 metres apart from other parents.

Group A will be split and based in ARB on Tuesday and Wednesday with a teacher and 3 LSA
Group B will be split and based in ARB on Thursday and Friday with a different teacher and 3 LSA
Times: 9.00-3pm

Groups

The DFE are strongly advising schools to take a 'bubble' approach to group pupils and stringently avoid them mixing to keep infection spread risk at a lower level. Groups will be organised alphabetically depending on the uptake of pupils wishing to return.

Hygiene

As we know, in school bugs and illness spread rapidly. To help reduce risk, children will be requested to wash hands upon arrival at school. They will be sent to wash hands throughout the day at very regular intervals. Each group will have an allocated toilet to avoid groups mixing.

Lunches

All children must bring their packed lunch in a disposable bag and bring their own snack and named drinks bottles.

Clothing

Children do not need to wear uniform although a school sweatshirt would help to 'unite' them. We will be learning outside for as much as possible each day. We suggest suitable clothing and footwear for this. They will need trainers, a waterproof coat, hat and sun cream. Everything should come to school in a large, named plastic bag.



Social Distancing Measures

The reality is that we **CANNOT** guarantee social distancing in school but to try to minimise risk, we will implement the following:

- **Groups will be a maximum of 15 split across 2 classrooms if necessary (number dependent)**
- **Groups will not mix with other groups in the school or share resources or rooms**
- **Staff assigned to a group will not mix with other groups**
- **Room furniture will be removed to allow distance between tables**
- **As advised, soft furnishing and toys, toys that are difficult to clean and shared resources such as sand and water trays will be removed from EYFS classes**
- **The classes will have access to different playgrounds**
- **Staggered playtimes and lunchtimes will stop groups mixing in school**
- **Key worker groups will be kept separate from other groups**
- **Parents and carers will not be able to enter the building**
- **Only ONE parent to drop off/pick up children**
- **Pupils will enter and leave the building by the separate class entrances**
- **Parents will be reminded through signage and markers to socially distance when dropping and collecting children**

Risk Assessments

All DFE and County recommended risk assessments have been completed and have informed decisions around the set-up of the wider re-opening in our school. However, please do note, that no matter how carefully we implement these, the government have clearly said that whilst the risk is low, there is still a risk. We are planning to open to a larger group at the government's direction. The decision to send your child is, in the end, yours and the government will not penalise anyone choosing not to yet at this very early stage.

Attendance

In order to manage groups effectively, you will now need to confirm, if you haven't already done so, if you intend to send your child into school so that we can allocate staff, rooms and groups. This must be done by Friday 22nd May at the latest. Should your decision change and you no longer wish to send your child to school, or your child can't come in on an allotted day, you will need to notify the school in the usual ways of absence.

If you have chosen not to send your child currently and at a later date choose to take up a place, we will need a minimum of a week's notice as rotas and groups will be set on a Friday each week.

Please talk to your child, if they are returning, so they understand the changes that have been put in place, understand they may not be with their teacher or in their usual classroom and will be grouped with a 'bubble' of friends.

If you wish to discuss this further, please don't hesitate to contact me via email at ststephens@andaras.org

Thank you for your amazing support during this unprecedented time.

Kind regards

Maura Furber

Headteacher

