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Headteacher: Mrs J. Cutbush

Deputy Headteacher: Mrs R. Winter



Date: 28th May 2020

Dear Parents and Carers,

Firstly, I would like to thank you for your support and patience as we embark on our journey to welcome back some of our pupils from Reception, Year 1 and Year 6. I speak on behalf of all the staff when I say that we cannot wait to welcome the children back to school. I know some of you have agonised over the decision whether or not to send your child/children back to school. I also know that these decisions have not been taken lightly and that you have made them based upon what is right for your family now. Please let me assure you that you have our full support whether your child is returning to school at this time or not.

The safety of the whole school community is paramount and therefore we have been working extremely hard to put together a plan to make it as safe as possible for the wider re-opening of our school; the safety of ALL has informed the decisions we have made.

PLEASE NOTE: If there is an increase in numbers, (so the number of children returning exceeds 50% of the cohort) then this plan will need to be revised.

KEY INFORMATION:

School wider re-opening:

The school will be open to Reception, Year 1 and Year 6 pupils four days a week (Monday – Thursday). Friday will be protected time for staff for PPA and Home Learning. We will continue to offer provision for key worker children five days a week. Children will be assigned a ‘bubble’ and they will remain in that bubble with the same adults and children.

To ensure the safe implementation of the plan, we are staggering the return dates for the year groups:

- Year 6 will return on **Wednesday 3rd June.**
- Year 1 will return on **Monday 8th June.**
- Reception will return on **Wednesday 10th June.**
- Key worker children will return to school from **Wednesday 3rd June.**

As well as the staggered return dates, we are staggering the start and end times of the day:

Bubbles	Start time	End time
Key worker bubbles	8.00 – 8.30am	Any time prior to 2.30pm or 3.30pm will be the next available slot
Year 6 bubbles	8.45am	3.00pm
Reception bubbles	9.00am	2.45pm
Year 1 bubbles	9.15am	3.15pm

We kindly request that only one adult drops off your child at school and carefully follows the one-way system on the school grounds using the 2 metre distancing required. We have therefore had to make the decision that access to the school will be via Harehedge Lane only. If siblings need to accompany you to drop off/collect, we ask that they stay by your side at all times. Wherever possible, a parent should accompany their Year 6 child to school to ensure social distancing. Where it is necessary for a Year 6 child to walk to school without supervision, they must not meet friends on the way. If this is found to be the case, they may be asked not to attend school.

Assistant Headteachers: Mrs J. Taylor & Mrs S. Clamp



Mrs Winter and I will be supporting you with the new drop off routine so please do not worry. Children will need to attend promptly at their allocated start time to avoid cross over of year groups thus supporting social distancing helping to prevent cross-contamination.

Uniform:

We understand that the virus can remain on soft fabrics for some time. For that reason, I must insist that the children come to school in clean clothes every day. Therefore, we have decided that children WILL NOT be required to wear school uniform at this time. I do request that your child comes dressed appropriately, making sure that clothing and footwear is appropriate for physical activity. If children are wearing laced shoes, then they must be able to tie their shoelaces themselves to ensure social distancing – these cannot be tied for them. I also ask that no jewellery be worn because of outdoor activities and PE.

Other key points:

- Children are not permitted to bring mobile phones to school during this time
- Personal pencil cases and stationery will not be required, all children will be provided with these resources in school
- Reading books and library books will not be issued to pupils as the risk of cross contamination is too great
- A filled water bottle MUST be sent in to school daily
- Children should bring a healthy snack for break time

Lunchtimes:

'Bubbles' will have set times for their lunch and set times for supervised play outside. The playground has been zoned into coloured areas so that children are not exposed to children outside of their bubble. Catering in school will be limited to those children who are entitled to free school meals and children in Reception, Year 1 and Year 2 who are all entitled to a universal infant free school meal. All catering will be a cold packed lunch, which will be delivered to the children's classrooms and eaten at individual desks. If your child does not receive a free meal then they must bring a packed lunch to school. Please ensure your child has a drink with their packed lunch.

Contacting school:

To support social distancing, parents will not be given access to the school office. Contact to the school should be via email preferably or via phone if it is more urgent. Answer phone messages must not be left.

Social distancing:

I know you will appreciate and understand the complexities of maintaining social distance with groups of children; it is simply not in their nature. However, we are making every effort to ensure that we promote this wherever possible. This includes:

- A one-way system to move around the school for all children and adults
- Limiting the use of corridors
- Numbers of children going to the toilet at any one time will be limited. Adults will supervise this.
- Excess furniture (i.e. tables and chairs) will be removed from classrooms. Children will be assigned a workstation and this will be their base. Desks have been organised so that there is approximately a 2m distance between them. The children's belongings will be kept under their desks so that cloakrooms are not used.
- At breaks and lunchtimes, children will be assigned a zone on the playground so that they can remain in their bubbles. These times will be limited to a maximum of thirty minutes at any one time. It will be virtually impossible to maintain social distancing from others but we will be promoting games and activities to encourage distance.

PPE and cleaning:

The government has advised that no PPE be required in schools, except for when dealing with a child who is ill in school. However, all staff will be provided with a visor, disposable gloves, disposable aprons and anti-viral spray for surfaces. It will be the choice of the individual member of staff if they choose to wear the PPE. Those decisions will be supported fully by myself. Lidded bins have been purchased for classrooms and these will be emptied at regular intervals during the day. Tissues and antibacterial hand gel will also be available. Handwashing will be insisted upon at regular intervals during the day. As advised by the government, hand dryers will be out of use and have been replaced with paper towels.

Any children who are not attending school will still be able to access home learning via Google Classroom for Key Stages 1 and 2 or Tapestry for Nursery and Reception (during term time).

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Key worker places:

The advice for key workers remains the same, please only request a place **if you have no other option**. Requests for places need to be agreed by myself. If the number of requests exceeds the number of places available then a waiting list will be introduced.

For every child returning to school we will be ensuring that our environment is nurturing and that our provision recognises the very different experiences each child has had since the outbreak of the Coronavirus. We are aware that some children and families may have suffered bereavement, hospitalisation or other trauma: to enable us to support these children more effectively, please can you call or email the school office with any information we need to know.

I hope that this letter demonstrates how carefully we have planned and risk assessed for the wider reopening of our school. Our local governing body as well as the Trust board have ratified our plan.

I would like to take this opportunity to express my sincere thanks and appreciation to each and every member of staff at Outwoods. Their efforts in dealing with a constantly evolving situation due to the spread of coronavirus have been admirable. They have remained professional, dedicated, and above all the care for which they have shown for our children and one another is inspiring.

We would like to thank you for your continuous support in helping your child learn from home. We have been overwhelmed by the positive attitudes of our children and families; we are extremely proud of you all. However, we need to keep going with this for a little while yet, so please continue to do what you can and stay in touch with your child's teacher via Tapestry or Google Classrooms.

Thank you for your support and cooperation at this time to help us keep your child, and our whole school community safe.

We are holding a Zoom meeting for any parents who wish to discuss any general questions or queries on Tuesday 2nd June at 11.00am. You will receive a text message with the link to join on Tuesday morning. Please do not share these details with anyone else as this meeting is for parents only.

With warmest regards and best wishes

J Cutbush

Mrs J Cutbush
Headteacher

Assistant Headteachers: Mrs J. Taylor & Mrs S. Clamp

