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Headteacher: Mrs J. Cutbush

Deputy Headteacher: Mrs R. Winter



Date: 16th July 2020

Dear Parents and Carers,

RE: Return to school in September

As we approach the end of what has been an extraordinary and challenging year for us all, I wanted to take the opportunity to express my thanks for all of your support throughout the pandemic. We recognise that whether your child has been in school or at home, it has been incredibly difficult for you all. That is why we are looking to September as the beginning of a return to something like normality. Things will be different but that is why we wish to reassure you that whilst, whatever the circumstances, we will continue to do our very best to ensure that every child is as safe as we can make them.

We are so pleased to be able to welcome all of our pupils back to school in September.

We have used the latest government guidance to support us to create extensive plans and risk assessments. We believe that our carefully thought out plans will enable us to open up to all of our pupils in a manner that we believe is as safe as it can be for both our children and staff. To ensure the safe implementation of our plan, all children in Years 1-6 will be in school full time from Wednesday 9th September and the new Reception cohort will be in school full time from Friday 11th September.

The children in Classes 3-14 (Years 1 – 6) will be split in to two groups – Group A and Group B. Children will be invited in to school in these smaller groups to allow us to establish and practise new routines.

Our new Reception intake will be grouped in to four groups – Group A, Group B, Group C and Group D. The children will be invited to attend a 'Stay and Play' session (2 hours) and then they will have the opportunity to attend school for an extended play session as well as staying for lunch. Their third visit in to school will be for a whole school day.

Please see the table below with information regarding when the different groups of children will be in school.

Week commencing: 31st August 2020	
Monday 31 st August	BANK HOLIDAY
Tuesday 1 st September	INSET
Wednesday 2 nd September	<ul style="list-style-type: none"> - NURSERY children - Group A from each class (Sapphire and Ruby)
	RECEPTION <ul style="list-style-type: none"> - Group A 9.30 – 11.30 - Group B 12.45 – 2.45
Thursday 3 rd September	<ul style="list-style-type: none"> - NURSERY children - Group B from each class (Emerald and Diamond)
	RECEPTION <ul style="list-style-type: none"> - Group C 9.30 – 11.30 - Group D 12.45 – 2.45
Friday 4 th September	NO CHILDREN IN SCHOOL (PPA for staff for weeks commencing 31/8 and 7/9)

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



Week commencing: 7 th September 2020	
Monday 7 th September	- NURSERY children - Group A from each class (Sapphire and Ruby)
	RECEPTION - Groups A and B 8.45 – 1.30
Tuesday 8 th September	- NURSERY children - Group B from each class (Emerald and Diamond)
	RECEPTION Groups C and D 8.45 – 1.30
Wednesday 9 th September	- NURSERY - Year 1, Year 2, Year 3, Year 4, Year 5, Year 6
	RECEPTION - Groups A and B 8.45 – 2.45
Thursday 10 th September	- NURSERY - Year 1, Year 2, Year 3, Year 4, Year 5, Year 6
	RECEPTION - Groups C and D 8.45 – 2.45
Friday 11 th September	- NURSERY - RECEPTION, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6

As the safety of our whole school community is our prime concern, we have had to make a number of changes to the normal school day.

At the present time, we have the following plans in place:

- Staggered start and end times of the school day
In order to keep the children and their families' safe, we have planned for a staggered start and end to the school day. Everyone must maintain the social distancing where possible. The current plans that are in place with regards to access to the school site and the one-way system we are operating, will continue as they are in September. This decision was not taken lightly. I fully appreciate the inconvenience of having to use the main entrance but it protects our school community by not allowing the two schools to mix. As suggested in the government guidance, please can I urge you to walk to school whenever possible to avoid the inevitable congestion on Harehedge Lane. Thank you in advance for your assistance in this matter.

Please see below for the school day timings and entry/exit points for each year group.

Year Group	Start time	Finish time	Entry/exit
Nursery (am)	8.30am	11.30am	Early Years Entrance
Nursery (pm)	12.15pm	3.15pm	Early Years Entrance
Nursery (full time)	8.30am	3.15pm	Early Years Entrance
Reception (when children are in full time)	8.45am	2.45pm	Early Years Entrance
Year 1	9.00am	3.00pm	Main Entrance
Year 2	9.15am	3.15pm	Main Entrance
Year 3	9.15am	3.30pm	Playground
Year 4	9.00am	3.30pm	Playground
Year 5	8.45am	3.15pm	Playground
Year 6	8.30am	3.00pm	Playground

We have been able to practise staggered starts and finishes while we have had reduced numbers of pupils on this site but in scaling this up, we ask that you support us by ensuring that you are at school at the correct time. Please note: You will not be allowed access outside of the designated time slots.

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SIBLINGS;

We acknowledge that the staggered start and finish times, in the worst case scenario, could create a forty five minute waiting time for parents and carers with siblings. Therefore, siblings will be able to enter the school and make their way to their classroom at the time when dropping off the first sibling. For example; if you have a child in Year 3, Year 4 and Year 6, all children would be able to be dropped off at 8.30am.

Likewise at the end of the day, all siblings can be collected at the latest finish time. For example; if you have a child in Year 3, Year 4 and Year 6, all children could be collected at 3.30pm.

During lockdown, we have operated school with children and staff grouped into bubbles. We will continue with this system although the size of the bubbles will be increased to incorporate each year group as a whole and their adults.

Breakfast Club;

After carrying out our extensive risk assessment, in the first instance, we will not be able to open our breakfast club. This decision has not been taken lightly as I know a number of our working families rely upon this provision. Our current plans, which are being put in place, will be reviewed after four weeks with the intention of making any possible changes after October half term. As soon as I can open this provision, I will do so.

Feeling anxious about this is normal. Everyone has felt some level of anxiety about returning to normal aspects of life after lockdown. Please know that we have done everything we can do to make school as safe as possible for everyone. You can help us do this by supporting us in our efforts to maintain social distancing and limit the number of adults in school. We have had an increasing number of children in school over the past few weeks and they have all adapted quickly to the new routines and they have enjoyed their time in school. Please can I ask that you talk to your child about the positive aspects of school and the fun they will have – we do not want them to feel anxious about school.

Please share the information below with your child as this may answer some questions that they may have.

Break times:

All breaks will be at staggered times. Children will remain with their year group bubbles during break times in order to minimise contact and potential cross contamination.

Lunchtimes:

Lunchtimes have been staggered in order to keep social contact to a minimum. The children will be allocated a thirty minute lunch slot and a thirty minute play slot. The Hall, Dining Room and classrooms will be used for the children to eat their lunch in. Mellors will be providing a hot choice school meal but there will be a reduced menu. This will be reviewed after the first four weeks. As before, the children will be able to select their menu option. If children are not having a school meal, they will need to bring a packed lunch from home. This must be brought to school in a plastic lunchbox so that it can be taken home and washed on a daily basis.

Uniform:

Children will be expected to return to school in September wearing uniform.

PE Kit:

We believe that PE is a vital part of the curriculum. The major challenge in teaching PE with COVID restrictions will be the changing facilities. Due to this, we are going to ask children to come to school in their PE kit on the days that they have PE to negate the need for changing. We will inform you of these days in September.

Pencil cases:

Your child will be provided with the equipment they will need. Please do not send any pencil cases in to school until further notice.

How can you help prepare your child?

Please tell your child that we are looking forward to having them back in school – we have missed them lots!

Please explain to your child that there is nothing to worry about – we have done everything we can to keep everyone as safe as possible.

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Please teach your child to wash their hands thoroughly.

Please teach your child the 'Catch it, bin it, kill it' procedure.

Please talk to your child about the importance of not touching others and the need to keep apart wherever possible.

Hopefully, the information above will answer your questions about returning to school. It may be that as September approaches, government guidance may change and we will need to make changes to our plans. If this is the case, we will of course let you know.

We recognise that there will be a number of challenges to face in the autumn term, but we believe that by working closely together, school and families, we can make this a positive and successful return.

Thank you for your amazing support and co-operation. On behalf of us all at Outwoods Primary School, we wish you a happy and safe summer break. We look forward to welcoming you back to school in September.

With warmest regards and best wishes

J Cutbush

Mrs J Cutbush
Headteacher

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

