



**Friday 22nd May 2020.**

**RE: Wider school opening from June 2nd 2020.**

Dear Parents/Carers,

Thank you for your patience whilst I, the staff here at Jewell and the Trust make plans based around the Prime Minister's Announcement to plan to open Primary schools more widely to children in our Jellyfish (Preschool), Reception, Year 1 and Year 6, whilst continuing to care for our Key Worker and more vulnerable children *from* June 1st 2020.

This has been no mean feat and the safety of our pupils and staff has underpinned every plan that has been put into place. I apologise in advance for the length of my letter, but there is much information to be shared with you.

Yesterday (Thursday 21st May 2020), my planning and risk assessments were submitted to the Trust and approved by the Board and I am now in a position to share with you the plans for reopening the school to those pupils in Jellyfish, Reception, Year 1 and Year 6.

All of this is completely dependent on confirmation from the government on 29th May that it is safe to reopen schools from 1st June.

**On Monday 1st June, school will remain closed to the majority of pupils**, only opening for those of Key Workers. This is so that staff can have a training day and prepare for the wider opening to more children.

**On Tuesday 2nd June, school will reopen its doors to the vulnerable children and those in Jellyfish, Reception and Year 1.**

#### **Year 6**

Currently, we hope to be able to offer spaces to **Year 6 from Thursday 4th June.**

We have been asked to prioritise the return of Reception and Year 1 children before Year 6. Based on the information in this letter and the letters individual year groups are sending out, we respectfully ask that you confirm by Tuesday 26th May if you intend to send your Reception or Year 1 child back to school.

If we have the space and adults available to safely welcome Year 6 back on site, we will then be able to confirm Year 6 return.

#### **Keeping everyone safe:**

In order to keep everyone on site safe and to abide by the government rules of social distancing, many adaptations have been made to the classrooms and school site in general. A staggered start

and end time will now be in place and where your child is dropped and collected from may be different to normal.

In order to keep our staff and children safe, no parents or visitors will be allowed on the school site at all, meaning that your children will be met at your designated drop off gate by a member of staff and walked to their classrooms which may be different to their normal classroom and with a different teacher. We acknowledge that children have been absent from school for many weeks and returning in this way will be different and possibly difficult for them and even you as their parents.

**The key message here is that school is and will be different. You must discuss this with your children.**

As parents you will be asked to abide by social distancing rules as per the government guidance. Therefore you must follow the rule of 2m apart from other families when dropping off or collecting. Additional members of staff in High Viz jackets will be able to direct you to the correct gate for your child, but will also be asked to move you on to avoid social gatherings and prevent further risk to our pupils and staff. Please be respectful to staff at all times who are under enormous pressure and have their own health and that of their families to consider. Failure to do so will result in your child not being allowed to attend school.

You will be asked to arrive at your designated time slot and not earlier or later to avoid groups and adhere to social distancing rules.

There is a home school agreement from the Trust attached to this letter which you must sign and hand in on your first day back. Within this agreement you will notice that one clause is that children from different families do not travel together in the same car to school. This is because people from different households should not be mixing and we cannot be sure of cross contamination between people in this way. If you are seen to be arriving with members not from your household, you will not be permitted entry onto site for 7 days.

Although the government guidance is that up to 15 children can be in a classroom at one time, as a Trust we have been asked to abide by social distancing where possible in the classrooms. This has been in place for the children of Key Workers since March.

As a result, we will only have 8 children in each classroom with one adult. A picture of a classroom is attached. The Reception base does look a little less formal and as the rooms there are slightly bigger, we can accommodate up to 12 children in each classroom. Your child will be in one classroom with one adult all week. This may not be their normal teacher or classroom and details of which room and adult they will be with will be communicated to you separately next week.

Each group is known as a "bubble". Should someone from a bubble (or a member of any of those households) display symptoms of CV19, school must be informed straight away. This bubble can then be collapsed and self isolate for 14 days as per the government guidelines.

Bubbles will not mix as per the government guidelines. This means that your child will be taught in one group and will only play with the 8 children in that group. There are staggered play and lunch times and zoned areas of the playground to ensure bubbles cannot mix.

Corridors are now one way and this will be explained to your child by staff in school. Designated toilets are also in operation. Additional cleaning will happen throughout the day. Your child will be

asked to wash their hands on entry into school and many times throughout the day and between activities. They will have their own resource pack, including electronic equipment as required, which will be cleaned daily by the children (if able to) and staff will ensure this is done properly. Temperature checking will also take place throughout the day and we ask that you monitor this carefully at home and do not send your child to school if they or any member of your household is displaying any symptoms of CV19. **It is crucial you inform school if anyone from your household is displaying symptoms.**

Lunches will be provided by school in the form of a packed lunch which will be delivered to the classroom so that social distancing can still apply.

Children of key workers from Reception, Year 1 and Year 6 who have been attending school throughout the school closure will continue to be taught in their own bubbles and **will not** be mixing with their year group.

More FAQ's are addressed at the end of this letter.

**Start/end times and drop off/collection points.**

| <b><u>Group</u></b>                   | <b><u>Start Time</u></b> | <b><u>End Time</u></b> | <b><u>Drop off/collection</u></b>            |
|---------------------------------------|--------------------------|------------------------|--|
| Key Workers                           | 8:30am                   | 3pm                    | KS2 door (as usual)                          |
| Jellyfish                             | TBC                      | TBC                    | TBC  |
| Reception                             | 8:45am                   | 1:30pm                 | Reception Gates                              |
| Year 1                                | 9am                      | 1:45pm                 | Staff car park gate                          |
| Year 6<br>(potentially from 4th June) | 9:15am                   | 2pm                    | Main gates and through side door near studio |

Preschoolers who are entitled to 30 hours will be in for whole day sessions for the whole week.

Preschoolers who are entitled to 15 hours will be invited in for 2.5 days.

Your days/hours will be confirmed to you in a letter by Mrs Taylor by Wednesday 27th May.

**FAQ's**

**What should my child wear and bring to school?**

Children of Key Workers and in Year 1 and Year 6 are to wear their PE Kit rather than normal uniform. This is because where at all possible, outdoor learning will take place within their bubbles. This is also much easier to wash and we ask that where possible, this kit is washed daily for hygiene reasons and to prevent cross contamination.

Jellyfish and Reception children are to wear their normal uniform on their top half and dark shorts/joggers should be worn on the bottom half.

As the weather is now much warmer, please ensure that your child has a named hat in school and that you have put sun cream on them before they arrive in school. Staff are not permitted to help with sun cream.

Your child **should not** bring a book bag to school. Our libraries unfortunately have had to close, but some books and reading will be done in school and cleaned thoroughly between uses.

It is essential that your child brings in a named water bottle. **Our water fountains have been turned off and covered.**

Every child should bring a spare pair of clothes to keep in school in case. Each item of clothing should be labelled and in a labelled bag.

### **Will my child be with their friends?**

Well being and mental health for our children and staff is at the forefront of all of our planning. When setting children into their bubbles, staff will work hard to ensure your child is with their friends as much as possible.

### **What will my child be learning at school?**

Your children will receive the same learning as that that is provided online to those at home. In addition, some PE and Forest School sessions will occur.

### **What if I don't send my child to school on June 2nd but want to at a later date?**

If you do not send your child to school on 2nd June, but then wish to send them at a later date, you will be required to give school 48 hours notice so that we can plan and adapt classrooms and bubbles as necessary. You will not be able to just turn up. Please note, that due to number restrictions in bubbles we may not be able to accommodate late requests, therefore it is vital that you tell us by May 26th if you intend to send your child to school.

### **What happens if I have a message but cannot come onto the school site?**

Please phone or email the office and leave a message or use your year group email. Both are monitored daily and someone will get back to you.

### **Why is the school day shorter for most pupils?**

In order to ensure that we can clean the site and all equipment thoroughly every day, we are having to change the hours that we can provide hence why your child may not be offered a full day in school. This is non-negotiable. You must drop and collect your child at the correct times.

### **What about lunches?**

Jellyfish are to bring in their own packed lunches.

Reception, Year 1 and children of Key Workers and Y6 who are entitled to FSM will have a cold packed lunch provided at school.

All other children of Key Workers and Y6 will need to bring their own packed lunches to school.

Children will eat in their bubble classrooms.

Good hygiene and cleaning measures will be adhered to around cleaning tables and washing hands.

**What if a child or member of staff becomes ill with suspected CV19 on the school site?**

If a member of staff becomes ill, they will be asked to leave the site straight away. The bubble they were working with will then be collapsed and those children and their families will have to go home and self isolate for 14 days as per the NHS and government guidelines.

If a child becomes poorly, a separate medical room has been set up and staff are trained in how to use PPE kit appropriately. Parents of the child will be called and as per the attached home school agreement, the child must be collected straight away.

The bubble the child was working in will be collapsed and the staff, children and the families of that bubble will have to go home and self isolate for 14 days as per the NHS and government guidelines.

**What measures have you put in place to abide by social distancing?**

Classrooms have been set up to encourage social distancing. This will not always be achieved, but will be actively and repetitively encouraged.

One way systems are in place and your child will be shown this through markers on the floor and signage around the building which will be referred to and modelled daily.

Additional staff will monitor communal areas to ensure there are no crossovers between bubbles and that toilets are safe also.

Staggered start, end, break and lunch times are in place. The playground and other outdoor spaces are zoned so that children from different bubbles cannot mix.

Young children find social distancing very tricky. It is encouraged and if there is a greater risk with certain children, risk assessments and additional staffing is in place to support it.

**What about masks and other PPE kit?**

The government has declared that masks and face coverings should not be worn in school. Your child will not be allowed to wear a mask in school either. This is because the correct viral control management is too complex to operate in a school.

Staff will have had training in how to don and doff PPE kit if they have to deal with suspected CV19 by 1st June.

We have a good supply of this if it is required.

**What about additional cleaning?**

A robust cleaning schedule is in place for the school including (but not exhaustive to) frequent cleaning of toilets, door handles, bannister rails, computers and phones.

Children will have individual equipment such as headphones, iPads and stationery. They will have their own workstations. These will also be cleaned repeatedly throughout the day by staff.

The earlier finish times also mean that robust cleaning can take place daily.

**Will my child be mixing with the children of key workers?**

No. The key worker children continue to be taught in the bubbles they have been in since school closed.

**My child is in Y6, why can't they attend from June 2nd?**

The advice from the government and trust is to prioritise the return of Jellyfish, Reception and Year 1 as well as remaining open to the children of key workers. All of this has to be done safely and adhering to social distancing as much as possible.

If the majority of Jellyfish, Reception and Year 1 children return to school, we do not have the physical space inside the building for Year 6.

We are awaiting numbers of Reception and Year 1 to be able to confirm Year 6 spaces. It is therefore vital that we have numbers from Jellyfish, Reception and Year 1 by 26th May.

**I have children in different year groups, can they attend too?**

No. School is only open to Jellyfish, Reception, Year 1 and possibly Year 6. If you are a key worker, your child may attend school upon proof of employment and working hours.

**Will there be any Breakfast or After School Club Provision?**

No. Unfortunately we are not able to provide that at this time. This is something that will restart when school fully reopens.

**Who will teach my child if it is not their normal teacher?**

Where possible, the adult your child is taught by will be familiar to them. Additional letters will be sent to you giving you this information next week once you confirm you wish to send your child back to school.

Mrs Parkhouse-Jones will remain with the Jellyfish children.

**When will school be fully open?**

We are still unsure of this. We will communicate this when the government makes a decision.

**Next steps**

Based on the information in this letter, you must now confirm to your child's teacher whether you plan to take up your place or not from 2nd June if your child is in Jellyfish, Reception, Year 1 and Year 6 **no later than Tuesday 26th May through class emails or Tapestry for Jellyfish and Reception.**

If you confirm that you wish to send your child to school, letters will follow with further details.

Individual letters will be sent to each parent confirming the details of your child's place, start and end times, which classroom and which teacher they will have by Friday 29th May.

As a school and Trust we continue to follow the guidance on the local statistics for the infection rate and the R number. If this were to increase, a decision may be made in conjunction with the Local Authority and/or Trust that the school would have to close again.

Thank you so much for your patience in reading this letter. I am sure it will give you much to think about and you must get in contact if you have further questions.

I would also like to thank you for your ongoing support at this time.

Mrs Alex Waddington.



A classroom set up according to social distance guidelines. Please note the desk at the front is the teacher's desk.

### **COVID 19 Home-school agreement**

In order to protect students, staff and parents/carers during the current pandemic, we have created some additional expectations for students and parents/carers of our academy. These will apply in addition to our normal expectations, until we have official advice that the virus is no longer a risk to the country's health.

Students displaying symptoms of COVID 19 or who live in a household where someone is displaying symptoms MUST NOT attend school. In these circumstances, national guidance must be followed in terms of self-isolating. Individuals displaying symptoms must self-isolate for 7 days and everyone else in the household for 14 days. Symptoms of being unwell include showing signs of a raised temperature or fever or a new continuous cough.

To stop the spread of infection, parents/carers will not be able to enter the school site. Should you wish to speak to a member of staff, please make an appointment by contacting the school by using either the office phone number and email or the year group emails. A telephone call will be arranged in order for you to speak to the member of staff.

Parents/carers who wish to drop off their children at the start of the day (limited to a maximum of one parent/carer per household) or who wish to collect their children from school at the end of the day must observe social distancing and stay 2 metres away from anyone not from their own household. This includes other parents/carers, all staff and all children other than those from their own household.

Children who are travelling with other households will not be permitted entry onto site.

Where appropriate, and especially for older students, everyone will have their own desk and will be distanced appropriately from their nearest neighbour. For the youngest children, we will work to

ensure that they maintain appropriate distancing within the classroom environment as much as is possible.

Students will be taught in a small group with one or two designated staff for each group. They must not mix with students from other groups. When students are taking breaks and lunch, they must try to keep 2 metres away from their friends within their group and must play only with students from their own group. They will be guided by markings on the floors when queuing for toilets.

Students will be asked to wash their hands on arrival to school and more regularly than normal in addition to washing hands after visiting the toilet. Where handwashing facilities are not available, for example within classrooms, hand sanitiser must be used on a regular basis and at the member of staff's direction.

Assemblies will not happen for the foreseeable future. In addition, the library is not available to avoid students gathering in large groups.

Students must comply with staff expectations at all times so that staff can keep them safe. Any student who refuses to comply with the reasonable requests of staff, given the current extraordinary circumstances, will not be allowed to attend school and will be expected to work from home with their parents'/carers' supervision.

Parents and carers agree to abide by the Principal's decision regarding expectations during this pandemic.

The latest national guidance for parents and carers can be found here:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#what-if-my-child-is-eligible-but-has-siblings-who-are-not>

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### **Home School Agreement**

Please return a copy of this to school on the first day your child returns.

**I have read the terms of the home school agreement and agree to abide by it.**

Signed (parent): \_\_\_\_\_

**I have discussed the expectations with my child**

Signed (parent): \_\_\_\_\_