

Thursday 21st May 2020

Dear Parents/Carers,

RE: Returning to St Matthew's C.E. Primary School Safely following School Closure

As you are aware, schools are currently open only to priority groups. The Government has now proposed from the week commencing 1st June 2020 at the earliest, for primary schools to welcome back children in Reception, Year 1 and Year 6, alongside these priority groups. As I stated in my previous communication to you, **every school's offer will be different** as it is dependent upon how many staff are available as well as the size of classrooms. I also have to provide statutory Planning and Preparation time for teaching staff, which is why **we cannot offer a full week**. Many of you have emailed in to school to ask if I can offer further safety reassurances. I cannot eradicate all risk but hope that you received our protective measures risk assessment, outlining measures implemented. We hope that this document will answer any questions you may have and reassure you.

Unfortunately, at St Matthew's we are **unable to offer Reception children places** in school from June. We shall continue to maintain their remote learning through Tapestry as we shall continue Google Classroom for Year Two, Three, Four and Five. I would ask for parents to please try not to worry unduly. Children are resilient and they will catch up with anything they have missed. That will be a job for the school to do once normal services are resumed. After all, in many countries of the world, children do not attend school until they are six or seven.

If your child is in an invited year group, the school day will look very different to usual. Your child's learning will be maintained in a 'bubble' with allocated members of staff. However, they will sit at an allocated desk and chair so that social distancing can be maintained. They may not be taught by their own teacher although the work will be appropriate and set by a teacher. They will only mix with their 'bubble' and will have staggered playtime and lunchtime so that they never mix with larger groups. If anyone should become unwell (teacher or child) that 'bubble' will be disbanded and you may have to self-isolate for 14 days. If your child is in the Key Worker group, they may be in a mixed-aged 'bubble.' Please ensure that you have provided us with updated emergency contact details.

We are inviting the children of Key Workers to attend 4 days of the week (Monday, Tuesday, Thursday and Friday) –and we have taken the numbers from the recent survey as well as the children we have been supporting throughout.

We are inviting Year One children to attend 4 days of the week (Monday, Tuesday, Thursday and Friday) –and we have taken the numbers from the recent survey. If you do not wish for your Year One child to attend during this transition period, there will be no repercussions for parents if you do not feel it is safe for your child to attend school.

We are also inviting Year Six children who completed the survey to attend.

Drop off and pick up times

As part of the transition phase to return some year groups to school we would like to reduce the number of children and adults outside our school at any one time. To support us in doing this, the following times will now be used to drop off and pick up your children and this will

be from Langley Road. We ask parents and children to adhere carefully to social distancing guidelines and not actually enter the school site:

Monday, Tuesday, Thursday & Friday- Drop off times

Keyworkers (who have booked breakfast club or breakfast and after school club): 7.30-8.15

Keyworkers (who have not booked before or after school provision): 8.30

Year 6 (Amethyst): 8.45

Year 6 (Garnet): 9.00

Year 1 (Green): 9.15

Year 1 (Yellow): 9.30

Monday, Tuesday, Thursday & Friday- Pick up times

Keyworkers (who have booked breakfast club or breakfast and after school club): 6.10

Keyworkers (who have not booked before or after school provision): 3.15

Year 6 (Amethyst): 2.45

Year 6 (Garnet): 3.00

Year 1 (Green): 2.15

Year 1 (Yellow): 2.30

The school will remain closed on a Wednesday to allow for PPA time of staff and extra deep cleaning of the school.

It is imperative that you ONLY bring in your child if you have been invited to do so and the child is booked in. We are at maximum capacity and we have agreed with our staff that the 2m social distancing guidelines will be adhered to. Ad hoc attendance is not permitted and if a parent is unpunctual with the drop off and collection times, you will be unable to drop off your child until 9.45 am so that we can ensure everyone's safety. We will ask that only one parent drops off and collects and that you avoid bringing siblings. We would ask that you avoid using public transport and that your child does not bring a bicycle or scooter with them.

The Breakfast Club (from 7.30am) and After School Club (to 6.10pm) remains available for the children of key workers only. Again, this is so there is no mixing of larger groups.

We will provide you with full details of the protocol for picking up and dropping off next week.

Class sizes and staff availability

The government has suggested 15 children to each classroom. We do not consider this a safe number in our school due to classroom sizes. Children will be kept in the same small groups at all times each day and will not be mixed with other groups of children. The same teaching staff will, as far as possible, stay with the group of children during the day and subsequent days. **Therefore, it may well not be possible for all children to have time with their original classteacher during this transition period.**

We will ensure, as far as possible, social distancing measures are in place to keep both staff and children safe. Within each class we will apply the following measures:

- Frequent hand cleaning and good hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing of groups within each year group.

We are aware that many parents have questioned how the school can continue to follow social distancing guidelines, particularly with children in Year 1. This will be a challenge but as a school we are obliged to comply therefore we will follow the measures below:

- Children will be split into small 'bubbles.'
- Each 'bubble' will have their own 'class' space.
- Equipment in each class will only be accessed by that group of children.
- New stationery and resources have been purchased for individuals to use.
- Separate outdoor learning spaces and times for the 'bubbles.'
- All equipment used will be thoroughly cleaned each day.
- Equipment not being used will be stored, covered and kept separately.
- Children will be asked to wash their hands on arrival under the supervision of staff.
- Children will need to ask to go to the toilet, be supervised washing hands and toilets will be cleaned regularly.
- Learning sessions will include sessions on good hygiene, what germs are and how to stop them spreading as well as how to play / learn with their friends without getting close.

Lunch and Break times

All lunch times and break times will be staggered throughout the day, with children staying with their 'bubble.' Timings of these breaks may be shorted to allow for all 'bubbles' to have separate playtimes. We will ensure that all children get a reasonable amount of time outside as part of their learning time. The school will continue to provide meals for all children in school, and meals will be available free of charge where pupils meet the free school meal (FSM) or Universal Free School Meal eligibility criteria. However, we have asked for this to be a sandwich lunch so that it reduces the need for cutlery. All children will wash their hands prior to eating. We ask that each child brings in their own labelled water bottle.

Protective Measures

We aim to create what the government has called a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. We encourage all parents who are sending their children in to follow these rules to ensure the safety of everyone.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.

- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Prior to reopening, we will declutter the school and each classroom. Additionally, we will ensure that the school has a deep clean in preparation for welcoming the children back. We will also spend time reorganising the classrooms and removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).

Personal protective equipment (PPE) including face coverings and face masks

In line with what the Government has advised, we do not recommend the use of face masks for pupils and staff. However, as part of our risk assessment, some staff will be using face coverings where there is a risk of close social contact, such as intimate care for individual children. Face coverings or masks should not be worn in any circumstance as it may inadvertently increase the risk of transmission.

PPE will only be needed in a very small number of cases including:

- children whose care already routinely involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- if a child becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult.

Uniform/ equipment

We ask that the children wear their summer uniform but have relaxed the footwear uniform code. We would like them to be wearing trainers if possible. The children do not need to bring in P.E. kit. They only need their labelled water bottle, lunchbox (if bringing own), sweater/ coat depending on weather. Please do not bring blue home/school book. Please keep email queries to a minimum.

Remote learning for Years R, 2, 3, 4 and 5

Remote learning for the year groups not in school will continue as it has over the last few weeks.

Absence notification

We are still required to report on attendance. Please notify us (0208 399 3909) if your child will be absent and the reason for the absence. **It is really important for us to know ASAP if there are any children or families experiencing symptoms and are self-isolating.**

Again, I must re-iterate that plans are subject to change at very short notice as a result of staff availability and further government or health and safety advice.

Kind regards

Miss P.Dryden
Headteacher