

3<sup>rd</sup> June 2020

Dear parents and carers,

**This letter is for parents/carers who are key workers and parents/carers of children with SEND and/or social workers who will be returning to school this half term.**

We have many more of your children joining us from Monday - Friday each week this half term and we also now have a significant number of children returning in Reception, Year 1 and Year 6 as we begin our phased return. We have therefore had to change our plan and daily procedures to ensure we can safely accommodate all staff and children.

Your child will be allocated to a bubble group, which will comprise of a limited number of children and staff. Children and staff will not mix across these groups throughout their time in school. Class teachers have organized these bubble groups taking into consideration children's friendship groups as a priority. However, your child may be with children from other year groups too so it is not possible to guarantee that your child will be with their closest friends and we will not be able to change children's bubble groups so please do not put staff in a difficult position by asking for this.

Your child's bubble leader will ring you tomorrow to tell you which bubble your child will be in. They will also ask you to confirm contact details and pick up list details, ask whether there has been any changes to your child's health needs (so we can ensure control measures can be followed) or any changes in your family circumstances during this time and check whether your child will need any additional support on returning to school. They will tell you the drop off and pick up times for your child and which gate/entrance your child will enter/exit through. Please be aware that the timings of the day will differ for different groups and these may be different from the timings you have been used to over the last few weeks if your child has already been attending school. We ask that you are prompt each day to ensure we can maintain social distancing at the beginning and end of each school day.

There is a question and answer document attached – please read this carefully, and share relevant parts with your child. This will ensure that you and your child are clear about what to expect from Monday 8<sup>th</sup> June, how you can help them to prepare, what they can/cannot bring to school, measures we will be taking to keep children and staff safe etc. There have been changes made due to the increasing number of children attending each day so please do not assume that things are as they have been over the last few weeks.

On our website, you will find policies that we have written or amended to reflect our current situation:

- Behaviour policy – additional appendix setting out a clear response to unacceptable behaviour in relation to potential virus transmission and the potential need for an individual risk assessment to be carried out for a child where necessary to determine whether they can be on the school premises at this time.
- Safeguarding and Child Protection policy – additional appendix to ensure arrangements are clear and robust for all children, whether on the school site or learning at home
- Bereavement policy – a new policy setting out how we will support children and families who have been bereaved. Please let staff know if your family have experienced a bereavement recently.

I am very aware that there is a lot of information for you to absorb and understand. Please read this letter and the attached document carefully and, if you still have questions, email the year group email address so we can provide you with answers.

We want you to feel confident about your child attending school. We hope that you can help your child to look forward to their return if they have not been in recently and support them to be ready to embrace the new arrangements. In my experience, children adapt very quickly and generally take things in their stride if the adults around them are positive and encouraging so I hope that both children and staff will enjoy this first step towards normality.

Yours sincerely,

Mrs Sansom  
Headteacher