

## Surrey Hills All Saints Primary School

an academy in The Good Shepherd Trust

Headteacher: Mrs Jennie Ratcliff

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[www.surreyhillsprimaryschool.org.uk](http://www.surreyhillsprimaryschool.org.uk)

Thursday 21<sup>st</sup> May 2020

Dear Parents and Carers,

### Phased School Reopening from Wednesday 3rd June 2020

Thank you to those parents who have completed our questionnaire, indicating if you would send your child back to school. We have used this information to inform our planning. Please note that this is a **provisional plan** as the government and teaching unions are continuing to discuss the necessary protocols that need to be in place for schools to open safely after half term. Our plans may need to be amended as further evidence or guidance is presented.

As part of our preparation to reopen Surrey Hills All Saints, a thorough and detailed risk assessment has been undertaken to review the school's readiness. This document has been scrutinised and in conjunction with the GST and the Local Governing Committee, a decision has been made to reopen with appropriate safeguards in place. The safety and well-being of our children, staff and community is our priority.

When Surrey Hills All Saints reopens, there will be significant changes in the way in which the school functions in order to try to keep everybody safe. The leadership team have worked hard to plan the best way that we can reopen school to Years 6, Year 1 and Reception, alongside all of the key worker and vulnerable children who have continued to be in school during the lockdown period.

#### Teaching in Bubbles

The guidance states that children should be grouped in "teaching bubbles" with a maximum of 15 children in each bubble.

- Children will stay within their bubble between 1st June and the end of the summer term.
- Each bubble will be assigned a teacher and a learning support assistant.
- Adults working with the children will also stay within the bubble, where possible.
- Children will stay in the bubble during playtimes and lunchtimes.
- Each bubble will have their own classroom and allocated toilets.
- Teachers will group the children into bubbles based on their knowledge of the children. Their decision will be final and parents are asked to respect the teachers' judgement.
- Each bubble will have their own set of equipment, for example, PE equipment and general classroom resources. Each child will have their own set of classroom equipment - ranging from pens and pencils to paint pallets and maths apparatus.
- It will be necessary for us to remove some of the toys and soft furnishings, in some bubbles, to ensure maximum hygiene and distancing opportunities.

#### Social Distancing Within School

**It is important parents and carers understand that we cannot guarantee strict social distancing for your child within the school setting.**

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The older children will be socially distanced in the classroom and this will be achieved by removing furniture and increasing the space available within the learning environments. Younger children will find it challenging to socially distance and ensure they are 2 metres apart from each other and members of staff. However, we will aim to:

- Reduce the contact between children.
- Increase our hand washing and hygiene procedures (e.g. cleaning equipment and providing information to the children on coughing and sneezing)
- Ensure teaching bubbles do not mix.
- Provide hand gel dispensers.
- Provide visual cues for the children around the school site reminding them of the 2 metre spacing.
- We aim to spend as much time as possible outside, within bubbles.
- The school will be thoroughly cleaned daily.
- **Children only need to bring in a named water bottle and sun hat.** They will not need other equipment/bags/ pencil cases. If your child has a packed lunch, it needs to be sent in a disposable bag.

### Drop off and Pick Up

In order to ensure we maintain social distancing at busy drop and pick up times, we are staggering the start and finish times of the school day. All children must be dropped off and collected by an adult, including Year 6.

	Drop Off time	Pick Up Time	Entry and Exit Point
Year 6 – bubble A	9:00 am	3:15 - 3:30pm	Vehicle gate to the playground.
Year 6 – bubble B	9:00am	3:15 - 3:30pm	Gate to the school field.
Key worker and vulnerable families	8:30 am	2:45 - 3pm	Vehicle gate to the playground.

- Ensure you arrive and leave promptly so we can maintain social distancing protocols between parents.
- Only one adult to drop off/collect their child.
- Parents are not permitted to enter the school grounds at drop off/pick up and must queue outside the school at relevant entry points, observing the 2 metre social distancing guidance.
- Drop your child and go - please do not stop to talk to other parents outside the gates.
- Ensure you socially distance from school staff and any other adults. If you have a message that you need passed onto the teaching staff, please email [westcott@surreyhills.surrey.sch.uk](mailto:westcott@surreyhills.surrey.sch.uk) and the office team will pass this on.

### Uniform

All children will need to wear their own clothes to school. Doing so ensures children are better prepared for outdoor activities which will be increased for each year group on their return. Please ensure that these clothes are practical for running about in as the children will not have PE kits in school to change into. Children should wear a fresh set of clothes each day.

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### Phased Reopening

I am now in a position to share detailed plans to confirm how Surrey Hills will operate for the period from Wednesday 3rd June 2020 until the 12<sup>th</sup> June, whereupon a further review will take place.

### Children in Year 6

**Initially we will reopen for the children in Year 6 only, from Wednesday 3<sup>rd</sup> June.** Every week, the children in Year 6 will attend **Monday to Thursday**. On Friday, a thorough and extensive clean will take place. School will officially open for Year 6 children, on Wednesday 3rd June. For Year 6 pupils, who are not returning to school, home learning will continue as usual.

Key Worker and Vulnerable children will continue to have provision five days a week, from Monday 1<sup>st</sup> June.

### Children in Years 1 and Reception

The return of these year groups will be phased. Our risk assessment, procedures and protocols will be continually reviewed. Once we are satisfied it is safe for the next year group to return to Abinger, we will contact you with more details. Until this time, the children in Year 1 and Reception will remain at home and we will continue to provide online learning for these children.

### Children in Years 2, 3, 4 and 5

These year groups will remain at home until we receive further guidance from the Department for Education. We will implement a similar plan for these children as and when we receive guidance to do so.

Online learning will be provided for all year groups, although please be aware that the majority of staff are now working back in school and they will not be able to be as responsive as they have been over the lockdown period.

### Clinically Vulnerable and Shielding Families

Children who are clinically vulnerable, due to pre-existing medical conditions, are not expected to return to school. If your child lives with an adult who is clinically vulnerable they must also stay at home.

Parents and carers will not be able to come onto site without an appointment. Therefore, we will not be able to rely on our usual daily 'playground' communication to give us so much information about your children on any one day. Therefore each family will be offered a 'return to school' conversation before their child returns to school. This will take the format of a 10-minute phone call with one parent. The conversations for Year 6 will be scheduled in for the 1st and 2nd June.

I will continue to keep you updated with information. It continues to be an extremely challenging and difficult time for us all and we appreciate your continued support. In the meantime, take care and hopefully look forward to seeing you in person in due course.

Yours faithfully,



Headteacher