



5th June 2020

Dear Parents/Carers,

I know that life is very different and your children will be missing school and friends. I hope this letter finds you and your family well in these unusual and challenging times.

The Prime Minister announced on Sunday 10th May that **from** 1st June primary schools **may** begin to extend provision in a phased manner to Reception, Year 1 and Year 6 children and that from the 15th June Year 10 and 12 will receive some education in school.

The link is included here to the latest Department for Education guidance for parents:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

We plan to open Schools more widely in a phased way from 15th June. Reception, Years 1, 6, 10 and 12 will be expected to attend.

Primary Phase

The Primary Sector will have **all** children in on a full-time basis, but these classes will be small bubbles of no more than 12 or 8, depending on the school. You must indicate that you intend to return so that we can create these bubbles.

To ensure we can implement the measures we have outlined we will be carrying out training during which all Staff will receive training. This will be on the 8th June.

Please be aware we are only accepting children within these year groups: Reception, Year 1 and Year 6 but existing provision for our students who have regularly attended during the lockdown period will continue.

Secondary Phase

Year 10 and 12 – only 25% of students of the year group will be in at any one time. This is to ensure that we keep a control of the 'bubble classrooms' that we are creating.

Children will be completing lessons in Core Subjects.

All subjects will continue online for all children. We expect in one week to see all Year 10 and 12 students for some contact time with their teachers. We will be sending out timetables in the next few days.

Government Guidance on attendance:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH

What the school is doing to ensure all children return safely:

The government has provided guidance on four main areas that schools are now focusing on to provide as safe an environment as possible for all pupils and staff. They are:

- we will post a training PowerPoint for the children.
- minimising contact and mixing by altering, as much as possible, the environment and timetables and creating bubble classrooms.
- cleaning hands more often than usual
- cleaning frequently touched surfaces often
- 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 childcare settings, schools or colleges.

The classrooms and hall will all look very different. As much furniture as possible will be removed from the classroom and doors and windows will be kept open to ventilate the rooms where possible. Children will be provided with an equipment pack and a book. All rooms will have sanitising units.

For those children in Years 2, 3, 4, 5, 7, 8, and 9 work will continue to be placed on the school website and Google classrooms for them to complete as part of their home learning.

We thank you for your support and understanding during this time and ask for your patience whilst we implement these new measures.

Safety Advice	School Arrangement Outline (more details to follow)
Minimising contact and mixing by altering, as much as possible, the environment and timetables	<ul style="list-style-type: none">• Staggered start and finish times for different year groups. These must be adhered to at all times. You will receive more details of your child's start and end times on their induction day during the week commencing 15th June.• Social distancing signage on the school's fencing and zoned pick up sections in the playground. You will be asked to queue outside along the perimeter fencing at 2m intervals. There is limited space so please do not come to the school before your allocated time.• At the end of the day there will be a marked off area in the playground which parents must not enter. As soon as you have collected your child please leave the premises immediately.• Please ensure that whilst waiting to collect your child that you ensure social distancing rules. Your child will be brought out to the playground for you to collect them.• Only one parent or carer will be allowed to enter the school grounds in order to collect their child.• Classes split into 'groups' to enable a maximum of 15 children per classroom- these groups will have the same staff members with them throughout the week where possible. This will mean that your child may not be taught by their regular teacher. These groups, where possible, will not mix with other groups.• Set table spaces within class to adhere to social distancing• Staggered break and lunch times• Children will be taught games they can play at break and lunch time to ensure social distancing• Primary children will eat in their classroom or in the hall• If eating in the hall Primary children will sit on marked seats to ensure social distancing• One way system introduced in the building (fire drill/emergency overrides this)• No whole school or year group assemblies until further notice• No breakfast or after school clubs until further notice to comply with 'mixing' guidance• 2m markings on the floor to help children maintain social distancing when walking around the school
Cleaning hands more often than usual	<ul style="list-style-type: none">• This will become part of the daily timetable and pupils will all wash hands every time they leave and enter the classroom & school building.• Children will wash their hands before and after eating• Children will be taught how to effectively handwash on their induction day.• Soap dispensers in all classrooms & toilets• Hand sanitiser stations set up at all entry points into school and other key areas.

Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH

Cleaning frequently touched surfaces often	<ul style="list-style-type: none"> • Revised cleaning schedules introduced; focus is on daily cleaning of surfaces, sinks, toilets, door handles and items within class • Caretakers and cleaning staff onsite throughout the day focusing on critical areas, such as, door handles/ stair handrails/ toilet doors • Daily refilling of classroom soap dispenser and sanitiser • Anti-bacterial wipes provided in all classrooms for wiping down of equipment, work stations, etc • Additional cleaning staff employed • Whole school deep clean over period of school closure
Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> • School following government guidance on grouping of pupils and advice that whole groups do not come into school if any member of the group displays symptoms. You will be advised if this should occur. • School will follow existing guidance for self-isolating & testing for any staff or pupils displaying symptoms. • Dedicated first aid room for children not showing symptoms of Covid-19 • Dedicated self-isolation room from children showing symptoms of Covid-19
Other	<ul style="list-style-type: none"> • PPE available for staff. Specialist PPE available for staff that provide intimate care. • Mental health first aiders available for pupils & staff to use if they are struggling with the current situation, isolation or changes. • No parent will be permitted to enter the school building. If you need to speak with a member of staff please call or email the school office. • Children will have their own pencil case, provided by the school, with their own stationery to use. • Children's book will be on their allocated table at all times. • Children should not bring any bags, P.E. kits, equipment from home or coats (weather dependent) to school. • Children will be provided with a new disposable water bottle on a daily basis.

I hope you and your families remain safe.

Mrs. A. Johnson
Headteacher
CEO, The Loxford School Trust

Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH

Student's Guide to School Re-opening from 15th June 2020



How we will socially distance



Social Distancing

- **You should begin social distancing** as soon as you enter the school site and approach your allocated entrance (make sure you know which one this is).
- You cannot sit on benches outside the school.
- **Follow all floors markers** inside the building and keep 2 metres apart on the stairs.
- Familiarise yourself with your fire exit route as well.
- You must not bring anything into school with you from home other than yourself.
 - It is important to arrive at your allocated time – this may be different to your friends.
- Do not arrive late to school as you will not be allowed into your lessons.

Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH

Arriving at your door

Your teacher will wait for you outside your classroom on their allocated spot.

You need to stand on the blue dots outside your allocated classroom and wait to be allowed in.

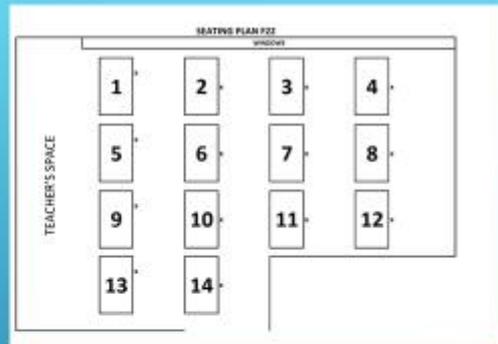


Student Arrival

All staff and students entering the room **must use the hand sanitiser provided** on the wall.

This must be followed every time anyone leaves and re-enters the classroom.

You are to sit as per the seating plan at the allocated table that matches your number. Your teacher will tell you when you can enter the room.



Student Table

You will be provided with all equipment on your desk as you are not allowed to bring anything from home. These must ALL remain at the end of the day.

All desks will have:

- Pencil Case with pencils, a sharpener, a rubber and a ruler
- Exercise books
- Bottle of water



Rules of the Classroom

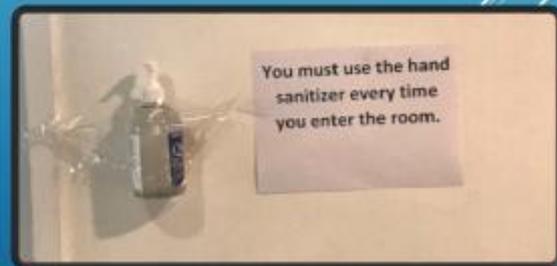
- **Do not cross the teacher area** marked at the front of the classroom.
- Do not get out of your seat without permission.
- You will be required to wear uniform
- Do not bring anything from home into the room.



Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH

Student Use of the Toilet

Only 1 student can go to the toilet at any one time and you must use the hand sanitiser outside the classroom upon re-entry.



Student Dismissal

You will be dismissed by the teacher in the playground.

You must leave the playground straight away and please do not wait for your friends.

Only one adult will be allowed to collect you.

Chief Executive Officer: **Mrs Anita Johnson** B.Ed, NPQH