



Thursday 21 May 2020

Dear Parents and Carers,

Year 6 return to school – a detailed guide

I am writing to parents of Year 6 to update you about our plans to reopen the school to Year 6 children after half term. I apologise: this is the longest letter I have ever written to parents and I would ask that you read this carefully as it contains so much information. I hope you understand that we need to explain the measures we are taking to ensure the safety of staff and children.

We are planning **a phased return to school for children in Year 6 from Tuesday 2 June**. We look forward to having them back in school and are now making detailed plans for the children to feel safe and happy whilst learning.

Our main aim is to support the children as they prepare for transfer to secondary school. As you will understand, the current advice about social distancing and reducing risk of transmission or spread of the COVID virus means we will need to adapt our environment and our working practices. The key message to children is that **school will be different**. We will try to make it as 'normal' as possible for your child but we have guidance which we **must** work to in order to keep children, staff and you safe on a daily basis.

Classes will work in 'bubbles'; children will be placed in smaller groups of 15 maximum, working with a teacher and a teaching assistant in a classroom and maintaining distance from all the other 'bubbles.'

The children will be allocated to 'bubbles' by their class teachers in order to best support their learning needs.

Please remember, parents are responsible for socially distancing on the journey to and from school and on pick up and drop off times. All pupils should be walked to school by a parent. We would ask that **pupils do not bring mobile phones into school**.

Children will **not be wearing school uniform** so that clothes can be washed daily. They will need sports shoes and we will not be changing and will be outside as much as possible.

We will take a number of hygiene measures to reduce the risk of transmitting the virus, including:

- reducing contact with anyone with symptoms
- promoting frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of equipment and settings
- minimising contact and preventing the mixing of children from different bubbles

When will school be reopening?

Tuesday 2 June for Y6 pupils

To manage the transition back in to school we are running a **reduced timetable for the first week**, from Tuesday 2 June - Friday 5 June. **Half the year group will be in on Tuesday and Wednesday, and the other half in on Thursday and Friday.** This is so we can test out the systems we have put in place and train the children where to go and what to do in school. In order to conform Y6 will be divided into 8 groups (bubbles). Maximum group size is 15.

Bubble	Teacher	Classroom	Days in school during first week	
6JW A	Mr Wilson + Mrs Doherty	5LY	Tuesday	Wednesday
6JW B	Miss Chamberlain	5EY	Tuesday	Wednesday
6 DB A	Mr Breeze	6DB	Tuesday	Wednesday
6 DB B	Miss Dibdin	6JW	Tuesday	Wednesday
6AB A	Miss Buller	5ED	Thursday	Friday
6AB B	Mrs Lewis	5FL	Thursday	Friday
6AM A	Miss Melvin	6AM	Thursday	Friday
6AM B	Mr Hagger	6AB	Thursday	Friday

Parents will be notified (via class Dojo and email) of their child's bubble group by Mr Wilson, Miss Melvin, Miss Buller and Mr Breeze.

From the **week beginning 8th June**, it is planned that **all children in Year 6 will be in school from Monday to Thursday** as per the table below **if deemed safe to do so**.

Bubble	Teacher	Classroom	Days in school during first week	
6JW A	Mr Wilson + Mrs Doherty	5LY	Mon-Thurs	
6JW B	Miss Chamberlain	5EY	Mon-Thurs	
6 DB A	Mr Breeze	6DB	Mon-Thurs	
6 DB B	Miss Dibdin	6JW	Mon-Thurs	
6AB A	Miss Buller	5ED	Mon-Thurs	
6AB B	Mrs Lewis	5FL	Mon-Thurs	
6AM A	Miss Melvin	6AM	Mon-Thurs	
6AM B	Mr Hagger	6AB	Mon-Thurs	

On Fridays there are no Y6 classes. The PAP provision will continue for the children of keyworker and vulnerable pupils.

This will allow

- staff that are running both home and in school learning, time to prepare lessons, contact parents
- thorough cleaning of classrooms.

We will not be offering peripatetic music tuition or after school clubs. The after school Funtastic Club will also not be open. (To ensure that children do not mix across their 'bubbles').

What measures do we have in place for handwashing/sanitising?

Handwashing remains the most effective deterrent in this crisis and staff will continue to ensure good hand washing routines for all children.

The school has purchased anti-bacterial products with 70% alcohol base gel.

If your child suffers from a dermatological reaction to washing or anti-bacterial gel, please contact us. If your child is suffering from dry hands as a result of the increased cleaning measures, you can send in a clearly named aqueous cream which they can use. Please complete a medical form and return to the school office along with the cream.

What additional cleaning measures do we have in place?

- we have additional cleaning and sanitising procedures in place with our cleaners which are being carried out every school day. The chemicals that they are using both clean and sanitise.
- Friday will be used to provide time for cleaners to clean classroom equipment each day that is not covered by the usual cleaning routine.
- We have additional cleaning and sanitising procedures in place with our cleaners which are being carried out every school day. The chemicals that they are using both clean and sanitise.
- In addition, it will help if children's clothes are washed daily after they finish their time in school.

What if my child is exhibiting symptoms?

If your child is showing one of the symptoms below, your family must self-isolate as per the government advice for 14 days.

- Persistent cough
- Temperature above 37.7 degrees
- Having a loss or change to their sense of smell or taste

All staff and students will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this event. Where a child tests negative, they can return to school and the fellow household members can end their self-isolation.

[How to get a coronavirus test](#) (please click link)

- You must inform the school if you or your child are going to have a test.
- You must also inform and show the school the results BEFORE returning your child to school.

What if a child or staff member develops symptoms?

If a pupil shows symptoms during the school day, parents will be contacted for immediate pick up and the pupil will be sent to an isolation room where they will be supervised. Parents will need to ensure that we have up to date contact details, and that you are contactable throughout the school day.

Staff who show symptoms will be expected to leave school immediately and apply for key worker testing immediately. If positive, they must self-isolate for 2 weeks.

What happens if there is a confirmed case of coronavirus in school?

Where a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected in school, Public Health England's local teams will conduct a rapid investigation and will advise us on the most appropriate action to take.

Will PPE be needed for staff and/or children?

The COVID 19: Implementing protective measures in education and childcare settings states that wearing a face covering or face mask in schools or other education settings is **not recommended**. Parents are asked NOT to provide their child with a face mask as the correct viral control management of these is too complex to operate in a school.

How will the children be taught during the phased return?

Within each class we will operate 'bubbles' of children during the period of phased return. The size of the bubble will be 15 in accordance with Government Guidance however as advice changes and social distancing measures are relaxed, the school will respond appropriately. The school will monitor advice continually and advise parents accordingly.

Bubbles will be split by the school staff. We are aware that coming back to school may be difficult for some children and therefore a sensitive and considered approach to the splitting of children will be applied.

Year 6 Bubble

- The children will stay in the same bubble throughout the day as far as practically possible, including during staggered lunch and break times.
- Children will stay at their own desk in that bubble throughout the day as far as practically possible.
- Movement within the school and school grounds will be restricted for the children.
- Contact with other bubbles will have to be restricted as far as practically possible.
- Children will use the toilets in their own bubble as far as practically possible.

How will I drop off and pick up my child safely?

Firstly, in order to reduce any crowds and maintain social distancing, the school will operate a staggered start and end to the school day. Start times are split according to bubble groups. Please be prompt with these timings to ensure we maintain social distancing.

Year 6	Drop off	Pick up
JW A+B	8:30	2:30
DB A+B	8:45	2:45
AB A+B	9:00	3:00
AM A+B	9:15	3:15

Drop off and pick up arrangements

Pupils will be dropped off and picked up from the Bluewater car park (small car park off Clarendon Road), next to the playground.

Parents will enter the car park and observing social distancing and following the direction indicated by signage, will drop their child off and exit the car park towards Fairmile Road. Pupils will be directed by staff towards the main school (observing social distancing at all times) where they will use hand sanitiser to clean their hands before entering the building.



- Enter the small car park from the Barrack Road end of Clarendon Road
- Exit via small car park and walk towards Fairmile Road

Drop off

- Walk down Clarendon Road from the Barrack Road end. Pupils to enter school grounds via the small car park gates
- A member of staff will be at the gate to direct the pupils to the hand cleaning station and to their classroom.
- Parents should exit the small car park, turning left as they leave.

Pick up

- Walk into the small car park keeping to the left
- Collect your child from the playground
- Keeping to the left, exit the small carpark and turn left

What about classroom resources that are shared between children?

- We will try to limit as far as possible any shared resources. Each child will have their own kit on their desk and this will not be shared with other children.
- Any high risk items which 'harbour' germs (such as playdough, soft furnishings) or are unable to be washed at 60° will be removed from the classrooms prior to children's arrival. **Children should not bring to school any additional personal items.**

How are you going to implement social distancing and restrict interaction between pupils?

The Government accepts that it is very difficult to maintain social distancing in primary schools. Our school plan does make allowances for Social Distancing in accordance with Government guidelines, however this is not the same as Social Distancing as you might know it beyond the school environment. Due to the age of the children and the size of classrooms – strict 2m distance at all times is impossible when 15 children are in a room. We will give your child what they need to feel safe and meet their emotional needs. This is what you and your children have come to expect from us as a school – it is absolutely who we are and we will not compromise on our values.

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- Adults are expected to attempt to observe the 2m social distancing rule whilst in school particularly from each other. Please understand that this may not always be possible, eg when providing medical or emotional support. Equally, the classroom environment and narrow corridors make this very difficult indeed.
- Pupils will be expected to observe social distancing and will be reminded regularly.

How will the children play and social distance at lunchtime and break time?

- We will operate staggered break times, lunchtimes and zoned playground facilities.
- Children will be taught a range of social distancing games and will be designated to play within their own 'social bubble' as far as practically possible. Children will be encouraged to devise new games as part of their class work.
- Children may be permitted to use small play equipment at lunchtime – eg balls as the children will be routinely handwashing before and after every playtime and supervisory staff will clean equipment after playtimes.

What about snacks?

Parents are advised to provide a piece of fruit or veg for their child's midmorning snack.

What are the arrangements for lunchtime?

Packed Lunches

- Parents are asked to provide their child with a lunch box that can be washed daily at a high temperature and can be wiped down with antibacterial wipes.
- Children will eat their packed lunch in classrooms or outside.
- All surfaces will be cleaned before children are allowed to eat or even open a lunch box and again after eating.
- Children will wash their hands before and after eating.
- Surfaces will be sprayed with antibac and wiped again before pupils return for their lunch break.

What will happen with lost property?

Please make sure everything is named.

Staff will go through this daily and deliver back anything that is named. Unnamed items will be disposed of the following day. The same will be true for left lunchboxes and water bottles which will also be disposed of at the end of the week.

Will parents and visitors be allowed on site?

- No. Visitors on site will be strictly limited to those deemed essential, including but not limited to, our maintenance contractors who will need to continue to ensure that the site is safe and well maintained.
- Any essential visitors will need to self-declare of being asymptomatic, have their temperature checked and use antibacterial hand gel before gaining entry to the school.
- During this period, we are sadly unable to have any parent helpers on site but we look forward to the day when you can return.
- Parents will not be allowed to enter the school building at any time, with the exception of the school office, without prior permission from the Headteacher.

To minimise risk to yourselves and office we ask that the following procedures are followed:

- If you need to contact the school, please email office@cjsdorset.org or call us on 01202 485579 rather than coming into the office.
- Please use the post box situated outside the main doors to return any paperwork to school. We will be using electronic returns wherever possible.

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- Please complete any medical forms before coming into the office to minimise time spent there. Electronic copies can be found on the website in the parents' section. Please also ensure that any medicine is named.
- Please ensure that your child has everything that they need when they arrive at school in the morning. We will be unable to deliver anything to class with the exception of lunchboxes to limit unnecessary contact.

Can you still administer medication to my child?

If your child is feeling poorly they MUST NOT BE IN SCHOOL.

However, for all other routine conditions where medication is required, please bring the medication and a completed medical form to the school office. Please download and complete the Administration of Medicine form and hand in to the school office with the medication for safe keeping.

<https://www.cjsdorset.org/wp-content/uploads/2016/01/ADMINISTRATION-OF-MEDICINE-AMENDED-28-April-2017.pdf>

Food vouchers and free school meals - what will happen when children return to school?

Children who receive free school meals and who are NOT attending school will continue to receive their food voucher. Once your child has returned to school this provision will cease. Pupils in school who receive free school meals will be provided with a packed lunch.

How will the transition meetings for Year 6 pupils happen?

Staff will continue to meet with secondary colleagues to ensure effective handover between professionals and that all needs are well communicated.

What can I do to help my child prepare to return to school?

- Please talk to your child about the likely changes to routine, including that they may have a different classroom.
- Please continue to teach your child about good hand washing routines.
- Please remind your child how to social distance and why.

What if I don't want my child to return to school at this current time?

If your child is **shielding** or living in a household where someone is shielding and will therefore NOT be returning to school, please inform us by emailing or calling us and advising of the duration. You do not need to advise us of your child's absence on a daily basis. You can notify the school of your child's return at any time. If your child or someone in your household does not fall into the above category and you choose to keep your child at home and electively home educate, please inform us by emailing or calling us and advising of the duration. You do not need to advise us of your child's absence on a daily basis. You can notify the school of your child's return at any time.

Will fines be issued for Non-Attendance?

In accordance with government guidance, the school will not fine parents for non-attendance. Parents will be notified in writing in the Newsletter when this advice changes.

Reporting absence

During the phased return, parents will only be required to report their child absent on the days when they are expected in school. When we return fully, parents will be expected to report absence as per normal procedures - every day of absence and before 9.30am.

My child has additional needs; how will they be met during the return to school?

The SENDCo and staff will be working hard to support all children with additional needs in school. We have received regular guidance from the Educational Psychologist Service and will implement advice. If you have any concerns please email the school office, for the attention of Mrs Curry.

If my child doesn't return to school, what provision will be made for their learning?

Until all Government measures are lifted, we will continue to provide home learning via our Learning Hub for children who are not in school. This may not look as it does now because class teachers will be engaged with the pupils in the class.

Distance learning for pupils in Year 6 not attending school

This will continue in a similar way to the past two months. However, we ask parents to understand that our teachers will now be involved in teaching half class groups in Year 6 and also running the PAP for key workers' children. This means that they will no longer be able to give the same level of attention to managing distance learning, e.g. responding to queries by phone or Class Dojo. We will do our best – but please be patient if the speed of communications slows down!

Can I contact my child's teacher?

As teaching staff will now have an increased presence in school, teaching their bubbles, please can we ask that you only contact them if absolutely necessary?

Our pastoral team will continue to engage with pupils. They are contactable by calling the school or emailing office@cjsdorset.org.

Supporting the emotional wellbeing of pupils

- Our pastoral teams will be offering within school and 'virtual' help and support to those who are finding things hard.
- The school SENDCo or class teacher within each bubble will communicate to ensure that any children who are finding things tricky are quickly identified and, where needed, additional support is implemented proactively and promptly.

We hope that this covers many of your questions and allays your fears. Again I can only repeat that we open subject to governmental approval and that we will work with you to protect our children and staff as well as we can over the coming weeks.

Yours sincerely

Mr Simon Adorian
Headteacher