

Thursday 21st May 2020

Dear Parents

Since my letter of 13th May following the Government announcement regarding the partial reopening of schools I would like update you on our plans for Ropley.

The Staff and Governors have carefully considered the Government guidance and how this will apply to our own setting. We have collated the responses to our survey, risk assessed the school and our routines in order to inform our planning. Whatever planning we put into place, it is really important to remember that when we re-open it will not be a return to 'normal' as coronavirus has not gone away. Our core consideration in opening our school is the safety and wellbeing of pupils and staff.

The plans that we have made are based on the numbers of children returning as identified by your survey responses. The government will be reviewing their plans at the end of June and, due to the fine tuning of our planning, this is the earliest date that we will consider additional children to those who have already accepted a place. Our plans are designed to reduce and minimise the rate of infection by:

- limiting the chances of close contact
- adjusting class sizes
- changes to the school timetable with staggered start times, break times, lunchtimes and finish times

Schools have been given additional flexibility to provide support and education to children attending school in the way they see fit during this time. We will adjust this initial plan as time goes on, both in response to changing advice and circumstances and also seeing how these proposals work in practice.

As I mentioned in my last letter, we cannot promise that any children attending will not come into physical contact with another child - we will do what we can, but it is a pretty impossible task!

Start Date

As the school is open over some of half term for key worker children, we will need the first 2 days after half term to fully prepare the building. We will prepare and organise to ensure that we are ready to receive children. We will also deep clean the building once more so that we are as confident as we can be that we have reduced the contamination risk.

We will open on:

- **Wednesday 3rd June for Year R pupils.**
- **Thursday 4th June for Year R and Year 1 pupils.**
- **Friday 6th for Year R, 1 and 6 pupils.**

Key worker children will follow their existing pattern of days in attendance.

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Class Sizes

Government guidance states that class numbers should be no more than 15. Having carefully risked assessed our school, and taking room measurements into account, we have made the following arrangements:

- 2 groups of 8 Yr R children (One in Bumblebees classroom and one in Carpenter Bees (yr2) classroom)
We will let you know which group your child is in soon.
- 1 group of 8 year 1 children (In Honey Bees Classroom).
- 1 group of 15 year 6 children (in the hall).

Where possible we will aim for consistency of adults in the class groups.

There will be no before or after school club provision for the first two weeks. This will then be reassessed.

Staggered start and finish times

To ease the number of people congregating at the school site at our busiest times, we will operate different start and finish times for different year groups and introduce new processes for drop-off and collection times. **Please do not arrive more than 5 mins before your collection time.**

Year Group	Drop off/collection point	Route into school	Drop off window	Collection time
R Bumblebee class	Bumblebee class	Through main gate (normal route)	9:00 – 9:10am	3:10pm
R Carpenter Bee Class	Carpenter Bee Class	Via back iron gates outside classroom	9:00 – 9:10am	3:10pm
1	Honey Bee	Via back iron gates outside classroom	8:50 - 9:00am	3:00pm
6	The Hive Door (breakfast and after school club)	Main entrance	8:40 - 8:50am	2:50pm
Key Worker children	Honeycomb classroom door	Main entrance	8:40 - 8:50am	2:50pm

Year 6: Please try to drop your child at the Parish Hall so they can walk up to school by themselves.

Dropping off & Collection Arrangements

- Only ONE adult from the family should be bringing or collecting children.
- We request that parents DO NOT linger after drop off.
- You may wish to consider wearing face coverings at these times.
- Parents should observe a 2 metre distance when waiting to drop off children as shown by markers on the floor.

Breaktimes

- In order to reduce the transmission, children will stay with their class group for break times
- Brief, transitory contact such as passing in a corridor is considered low risk.
- Children will not be able to routinely mix with friends who are in a different class

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Lunch time

- Because the children will have to remain in their classrooms to eat their lunch, we will be offering a portable lunch from the kitchen or you may choose to send your child in with a packed lunch.

Office opening

- Parents will not be allowed in the school building at all where ever possible.
- Where a query can be made by phone or email, you should do so.
- We request that any payments should be made online where possible.
- If you are dropping in any paper work or money, you must put this in a named envelope and put it in the post box located inside the lobby.

Uniform

- Children should wear school uniform if possible but at this stage of the school year please do not buy any new uniform.
- If your child has grown out of their uniform, we ask that children come to school in very appropriate alternatives.
- It is strongly recommended that clothes are washed daily to avoid contamination.

Belongings and Equipment

- To reduce the possibility of the virus being transferred to and from school, children should not bring in school bags or book bags.
- We will not be sending home reading books, though we will be reading with the children at school.
- Children coming into school will therefore only need:
 - Named water bottle (WATER ONLY)
 - Coat (which will be put on the back of your child's chair)
 - Lunchbox (if not ordering a school lunch)
 - Pencil case (if they have one)
 - A fruit snack (in a box) if desired

Classroom Environment

- Your child will have their own table or 'zone' with a pack of equipment which will be named.
- We will not encourage sharing of equipment.
- Each year group will also have designated toilets and their use will be monitored.
- We are also limiting the equipment in school and removing any soft toys.

The Curriculum

- Online learning will continue to take place but the plans will be issued **weekly** instead of daily.
- The children in school will follow a similar learning journey to those at home.
- We will not be holding any assemblies in the hall during this period.
- In recognition of the unusual situation we will be talking about how the children are feeling. We are planning to discuss the experiences we have had at home, how school is different and what worries

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the children may have.

Hygiene

- We will maintain frequent hand cleaning and good respiratory hygiene practices.
- Staff will undertake additional periodic cleaning of key surfaces throughout the day.
- Thorough cleaning will take place at the end of each day.
- Children should not wear facemasks or gloves in school.
- PPE will only be used by staff working closely with children (ie intimate care needs) or who are supervising children that are ill/showing symptoms in school while we wait for parents to collect.

Avoiding contact with anyone with symptoms

- No one with symptoms should attend a setting for any reason.
- If a member of your family is symptomatic then the whole family should stay at home.
- Under no circumstances should a child with a temperature or a cough attend school.

What happens if a child or staff member becomes unwell whilst at school?

- If anyone has a cough/temperature/feels unwell at school, they will be sent home immediately. They will need to self-isolate for 14 days, or until tested negative.
- If a child or adult shows symptoms and tests positive for COVID-19, then the whole group that the child/adult was in must be sent home and they must all self-isolate for 14 days.
- If other cases are then also confirmed at the school, the Local Authority will advise the Headteacher on next steps/possible closure.

Attendance

- If someone in your household is categorised as 'extremely clinically vulnerable', then your child should not attend school.
- If a child at school presents themselves as a risk to others, they will no longer be allowed to attend school.
- If staff become ill, it may not be possible to provide cover with a supply teacher. We may have situations where some classes cannot open.

This is an unusual time for us all. Thank you for your ongoing messages of support.

Yours sincerely

S. Vittle

Miss S Vittle
Headteacher