



18th May 2020

Dear Parents/Carers

Upon the recent Government guidelines, we have been busy preparing for the potential re-opening of school for Nursery, Reception, Year 1 and Year 6 pupils. We have considered all guidance in order to ensure we make it the safest possible return for your child(ren). Ahead of their return, we felt it was essential to keep parents up to date with all of our plans, to reassure you that we are doing everything we can.

A member of staff will contact you on Monday (18th May) or Tuesday (19th May) this week to discuss the potential opening. It is hoped that this letter will have answered many of your questions, but we understand the importance of continuing to work with our families at this difficult time to help ensure everyone's safety and the confidence to return to school.

Groups (not classes)

Groups are to be of no more than 15 children. To allow for this we aim to group children within their year group. It is important to note that, when adhering to the guidance, your child may not be taught by their class teacher. We have been informed that our group structure needs to remain as static as possible, therefore meaning children cannot change between groups for lessons, etc. When we have confirmed numbers and organised groups you will be informed of who will be teaching your child's group. It is envisaged that each group will be in the following areas of the school:

Nursery	Nursery Mobile
Reception	Willow & Acorn classrooms
Year 1	Apple & Beech classrooms
Year 6	Oak, Elder & Maple Classrooms



Timings of the Day

We will be staggering the timings of your child's school day. This is to allow for social distancing and to reduce the number of parents and carers on site at any one time. We understand that this may cause some difficulties, but it is vital that the safety of all pupils, families and staff is our priority.

	Start of day	End of Day	End of Day: Friday
Nursery	8:45am	11:45am or 3:00pm	1:15pm
Reception	9:00am	2:30pm	1:00pm
Year 1	9:15am	2:45pm	1:15pm
Year 6	9:00am	2:30pm	1:00pm

Children will need to be collected promptly, to reduce the amount of people gathered in one area, and to allow for social distancing on your walk home from school.

Dropping Off & Collection

We will not be allowing anyone into the school site unnecessarily. Parents and carers will be expected to wait in the designated areas at the correct time and then children to walk into school independently when doors open. The younger children will be collected by the adult(s) teaching their group. While waiting, parents and carers are expected to adhere to the social distancing rules of leaving a 2m gap from anyone not in their family and from any doors into the school.

	Parents waiting area	Note:
Nursery	Outside glass corridor	We shall operate a one-way system, using one gate to enter the front of school and another to leave.
Reception	Outside glass corridor	
Year 1	Outside glass corridor	
Year 6	Top playground	The path is very narrow, please use the grass to adequately socially distance.

To limit the amount of social contact we ask that you, where possible, come to school with as least people as you can. I understand that you may need to bring siblings who are not at school, but if they can be left at home with another parent/adult, please do so. We also ask that you keep your time on-site to a minimum, to ensure the number of people on site is as low as possible. Parents will not be able to have conversations with each other when dropping children off or picking children up as this will make social distancing very hard to achieve for our community. **Year 6 will not be allowed to walk home on their own, to ensure their safety** - they must be collected by an adult.



Breaktimes

Due to the risk of handling money, queuing, and the amount of potential hand to hand contact means we are unable to sell tuck at breaktime. We are unsure if the Government's Free Fruit for Schools programme for children in Nursery, Reception and Year 1 will continue. Children are welcome to bring a healthy snack from home. All breaktimes will be staggered throughout the day ensuring that each group of children are on their playground alone.

Lunchtimes

As with breaktimes, lunchtimes will also be staggered. To allow for this, lunchtimes will be half an hour, recognising that children may find it difficult to socially distance for an hour outside of the classroom. We will be eating lunches in our groups in the designated classroom, dinners will be delivered to the children in situ. Again, to avoid unnecessary transitions around school and to keep the children safe within their mini communities, school dinners will run as normal. Nursery children will bring their own lunch should they be staying all day. Universal free school meals will be available for children in Reception and Year 1 or you can bring your own packed lunch. Children in Year 6 can order and pay for dinners through Parent Pay as usual or you can bring a packed lunch. If you are in receipt of Free School Meals, this will continue as normal. Should you choose for your child to bring their own lunch, please be mindful of the content of that lunch. Help with opening yoghurts etc will not be possible due to the social distancing requirements.

Classrooms & Learning

Classrooms have had unnecessary furniture and equipment removed to allow for tables to be spaced out. There will be regular cleaning throughout the day as well as at the end of the day. Children will, in the main stay at their desk/activity and not sit on the carpet as a group. In order to adhere to protective factors, and high levels of hygiene, we ask that children come to school prepared with:

- Water bottle, which will remain on their own table throughout the day.
- A pencil case containing pencil, pens, colouring pencils, ruler, rubber etc (Y1&6) so that resources are not shared between children
- Coat or jacket
- Their lunch from home if required

Children will be required to wear school uniform. If this is problem for any families, please inform us.



Please note, until further notice, in order to reduce the risk of contamination between locations, the children are asked to wear footwear that is suitable for indoors and outdoor sporting activities. PE kit is not allowed in school, so when children participate in a PE lesson, they will be wearing their school uniform and the footwear will not be changed (trainers are ideal).

Outside playing equipment will not be able to be used as it is recommended that it is cleaned between groups and we do not have the facility to do this adequately at present.

Lessons will involve a lot of independent learning as the teacher will not be able to go side by side or sit next to children to give them targeted support. The teacher needs to keep social distancing when teaching. There will be no assemblies, visits out of school or visitors into school. There will be no sports day or leavers celebrations.

Medication

Any medicine must be brought into school, labelled with your child's name, on their first day back. This will then remain in school, as normal. We are aware medicines were all sent home when school closed in March and therefore must come back into school when we re-open. Can everyone please check the dates on medicines/inhalers, etc. If your child should require medicine when at school, please supply it in a syringe ready filled for your child to administer themselves. Your child will do this with adult supervision.

Office

To reduce face-to-face contact, the office will be closed for all non-urgent matters. Please use the My Ed message system, e-mail or telephone the school. Additionally, pupils will not be able to be picked up early from school for an appointment during the school day. If your child has an appointment which is scheduled during a school day, they will not be able to attend school for that day. If a child is significantly late, they will also not be allowed to attend for that day.

Keyworker Provision

In order to continue supporting our Key Worker families, our Key Worker Provision will be open during half-term, as normal. From Monday 1st June, our Key Worker provision will continue to be run by school staff, with children put into groups of no more than 15 children, and if possible, in consecutive year groups. You may be a key worker but previously not utilised this facility. Please talk to a member of staff about this during your phone call and arrange for your evidence to be sent to school.



Home Learning

This will continue as before for children in Years 2,3,4 and 5. For children who are unable to attend school in Years N, R, 1 and 6, some home learning will still be available. Please be mindful that teachers will be teaching for most of the time, but some activities will be loaded to the website for you to access, most likely at the end of the week. Let's Get Active, Chadsmead Weekly Challenge and Chadsmead News task will continue until the end of the academic year.

There are some aspects of re-opening school we are unsure of yet as they rely on answers from other services. We are unsure as to whether Jozone will be re-opening. I believe they are gathering numbers. We do not know how the music service will continue to provide lessons. We will let you know as soon as we get answers. We thank you for your patience.

We hope you find all of the above information has answered your questions and concerns. The staff at Chadsmead are looking forward to seeing your child(ren) return and we hope you understand that we will do our utmost to support their physical and mental wellbeing.

Can I also thank everyone for their continued support. I am so proud of how the children are coping and how well our families continue to support the school. Let's hope the planned relaxation of the lockdown measures start to enable society and our community to slowly begin to return to some normality.

Thank you for all you are doing, it is much appreciated.
Take care and stay safe.

A handwritten signature in black ink that reads 'Grainger'.

Mrs Grainger
Headteacher