

Wednesday 3rd June 2020

Dear Parent/Carer,

As you are aware we have continued to work on our risk assessment this week and have met with our staff to discuss our risk assessment, sought quality assurance from the Local Authority and are meeting with our governing body to allow them to examine and challenge our risk assessment.

We will be opening to year 6 pupils only on Monday 8th June, and we are confident the risk assessment process has allowed us to minimise the risk to pupils and staff. Please take the time to carefully read some of the measures the school is taking to minimise risk.

Year 6 Parents/Carers to:

- Continue to communicate with the school through email and phone calls (visits to reception will be by appointment for exceptional circumstances and for emergencies only)
- Encourage pupils to walk to and from school on their own during their allocated start and finish times (parents needing to drop off their child should do so at the end of the road and watch their child walk into school from afar)
- Ensure they maintain social distancing at all times.

Year 6 Pupils will:

- Be in cocoons of no more than 15 pupils with one teacher and TA in their class
- Be starting and finishing school at staggered times to ensure cocoons do not mix
- Be having staggered break and lunchtimes to ensure cocoons do not mix
- Be sanitising their hands on entrance and exit to school and be required to wash their hands throughout the day particularly before and after lunch
- Be sitting at their own tables at a distance from other pupils in their cocoon
- Have their own labelled equipment and iPad that they will use throughout the school day
- Only be allowed to visit the toilets one at a time
- Be eating a packed lunch provided by Pabulum in their designated classroom if they are free school meals and pay for school dinners
- Not mix with children from another cocoon.

Other measures:

- Additional cleaning staff employed to carry out regular cleaning of classroom surfaces and iPads
- Soap, paper towels and sanitisers in each classroom
- There will be no breakfast club, or after school club provision, during June, or July.

Whilst we have taken precautions to minimise risk, and keep children a safe distance from each other, we are not able to guarantee your child will be able to stay 2 metres away from another child in their cocoon

at all times. We are working on the principle that we are minimising risks by ensuring cocoons do not come into contact with each other.

A member of staff from the school will be contacting you within the next 2 days to find out if your child will be attending school from Monday 8th June. If you choose not to send your child in at this stage, and later change your mind, you will need to provide the school with one week notice before they are able to start.

Thank you for all of your kind words of support and understanding.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ian Scotchbrook', written in a cursive style.

Ian Scotchbrook

Headteacher