



Executive Headteacher: Miss R. Sandell

Headteacher: Guy Fairbairn

3 September 2020

Dear Parents and Carers,

re. Full re-opening of Monks Orchard Primary School

I hope you have all had a good summer and ready for the return to school on Monday, 7 September. Please remember that regular school attendance is once again compulsory.

In my letter, back in July, I outlined the measures that would be in place for the return to school, but there have been a number of changes in government guidance since then. Much of this letter is the same as that letter from July but with updates about the changes that we have made.

Do please read this letter carefully and make sure you follow the measures within it.

We recognise that some of these measures will be difficult and inconvenient for you and your families. But, please remember, all of these measures are in place to protect you, your children, school staff and all of our families, so we will not be making exceptions. School staff will be enforcing the procedures and we want to avoid annoying or offending you when we do so.

We have used the government's "Guidance for full opening – schools," DfE, 2 July 2020, and the subsequent amendments, as the basis for planning our full re-opening. The full document can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We will do everything in our power to minimise risks but, due to the nature of schools, we cannot guarantee a COVID-19 free environment and social distancing will not be possible once all the children are back at school. "Social distancing is an aspiration, not an expectation..." in primary schools.

Our arrangements for full-re-opening are as follows:

Grouping

- Children will be organised into "Bubbles," which will be kept apart from other "Bubbles," wherever possible.
- Though children will spend the vast majority of their time in their individual classes, each year group will be considered a "Bubble."
- The nature of the practice in EYFS (Nursery/Reception) and Year 1, as well as the children's young age, is such that social distancing is not possible in these year groups. In order to minimise the number of contacts, the "Bubbles," in these year groups will be just one class.
- Each class will be taken by their class teacher and, where possible, a consistent member of support staff.
- Each class will be based in their classroom for the vast majority of the day.
- Grouping for some subjects may happen, but only within the same year group/ "Bubble."

- Staff will spend the vast majority of their time with their class/ “Bubble,” but where their role is for specific support, they may work with other groups, but will maintain distance from children and staff as much as possible.
- Individual and small group interventions will go ahead, but groups will only contain children from within the same “Bubble.”
- Specialist teachers will work with children across the school, but will maintain distance from children and staff as much as possible.
- Staff will not enter the rooms of a “Bubble,” that they are not part of, unless it is essential.

Start and end of the day arrangements

In order to minimise the number of children entering and exiting the school site at any one time, and to avoid queuing, the start and finish times of the school day will be staggered.

	Start Time	Entry Point	Finish Time	Exit Point
Nursery	9:15am	KS1 Gate	3:15pm	KS1 Gate
Reception	8:30am	KS1 Gate	2:30pm	KS1 Gate
Year 1	8:30pm	KS1 Gate	2:30pm	KS1 Gate
Year 2	8:45am	KS1 Gate	2:45pm	KS1 Gate
Year 3	8:30am	KS2 Gate	2:30pm	KS2 Gate
Year 4	8:45am	KS2 Gate	2:45pm	KS2 Gate
Year 5	9:00am	KS1 Gate	3:00pm	KS1 Gate
Year 6	9:00am	KS2 Gate	3:00pm	KS2 Gate

NB. Nursery and Reception children: these times apply from Week 2, after the phased starting arrangements of the first week of term.

- Please check carefully to see what time applies to your child/children.
- To avoid crowding, please make sure you only arrive at the given time, do not arrive early.
- Please make sure that you use the correct entrance.
- Children and parents who arrive early will be asked to wait outside the school.
- Children and parents who arrive late will be asked to wait until other year groups have cleared, before they are allowed to enter.
- The government have advised that only one adult should bring a child to school.
- KS2 parents (Years 3, 4, 5 and 6) will not be allowed on to the school site when dropping off or collecting their children.
- EYFS and KS1 parents (Nursery to Year 2) will be allowed onto the site, when dropping off or collecting their children, but only as far as the brown gate and must follow the one-way system (you will see it when you arrive).
- If you come on to the school site, we expect all parents to observe social distancing restrictions and to leave the site as soon they have dropped off or collected their child. *We recommend you say goodbye and hug before coming on to the school site.*
- There will be ‘lining up,’ markings for children entering via the KS1 gate.
- Children entering via the KS2 gate will line up outside the gate, up The Glade (not in front of the school), maintaining a minimum distance of 1 metre apart.
- Children who are not collected on time, at the end of the day, will stay with a member of the senior team. Late parents/carers must use the intercom at the front gate to talk to the office, and their child will be brought to them.
- There will be signage to remind parents and children about the arrangements.
- We do understand that you may have children in more than one year group and that there may be a waiting time when dropping off and collecting. We can only apologise for this inconvenience.

- Please do not be offended if we ask you to wait, or move away – we will just be trying to ensure that we limit the number of people on the school site and that people adhere to social distancing guidance.
- There will not be special, or alternative arrangements, if it is raining. Please bear this in mind when choosing your child's clothing for the day.

Contact with the School

- Other than as outlined in the start and end of day arrangements, parents and carers will not be allowed on to the school site, without an appointment.
- The office will be closed to all parents and carers; you will not be able to access it in person.
- If you have an enquiry please phone the office on 020 8654 2570 or e-mail office@monksorchard.co.uk
- You can contact your child's class teacher via ClassDojo, so please make sure you have signed up to use it, your child's teacher has details if you need them. You can also e-mail the office and your message will be forwarded to the teacher.

Organisation of rooms

- Children will enter and exit their rooms via external doors.
- With full classes, it is not possible for children to adhere to social distancing guidance when in their classroom.
- Children in Year 2 to Year 6 will sit at tables, in rows, facing the front of the class. They do not have to sit a specific distance apart, but classrooms will be arranged to allow as much space as possible.
- Children from Year 2 to Year 6 will stay at the same table whenever they are in the classroom, avoiding movement around the room wherever possible.
- An area at the front of the classroom will be set aside for school staff.
- School staff will minimise moving around the classroom, to work with individual children. If this is necessary, staff will minimise the amount of time spent within 1 metre of children.
- Children will have individual, basic stationery (pencils, pens, rulers, etc.), which will not be shared with other children.
- Other classroom resources (books, scissors, glue, etc.) may be shared, but will be cleaned regularly.
- Music and PE resources: Where it is possible, "Bubbles," will have their own resources for music and PE, which will not be shared with other groups. Where this is not possible, and resources have to be shared, they will either be cleaned thoroughly, or left untouched for 72 hours, before being used by a different group.

NB. Many of the measures outlined above will not be possible in EYFS and Year 1, this is why these year groups are in "Bubbles," of just one class. The focus will instead be on minimising contact outside the "Bubble."

Movement around the school

- Movement around the school will be minimised. Learning will take place in each "Bubble's," allocated rooms (e.g. no assemblies, no use of the music room, etc).
- If they have to move, children will stay a minimum of 1 metre apart at all times.
- The corridor in the main building will be one-way to allow children to go to the toilet. To return to their class they must go out of the bottom door, round the side of the building and back into class through their external door.
- Children may go to the hall for PE or use our outdoor learning spaces, one "Bubble," at a time, at specifically scheduled times.

Uniform and Children's personal possessions

- Children will be expected to wear normal school uniform, clean every day, from the start of the autumn term.
- Water fountains will not be in use, so children will need to bring their own water bottles.
- Children must only bring essential personal possessions to school. These must all fit into one bag, this includes packed lunches and book bags. That bag is to be hung on a coat hook, with their coat.
- *Year 6: We are discouraging children from bringing mobile phones to school, as we will not be able to provide safe, secure storage for them during the school day.*

Breaks and lunchtimes

- Breaks and lunchtimes will be staggered (lunches will be between 11:30am and 1:30pm), so that there is no more than one year group in the playground/field at a time.
- Children will be reminded about the restrictions of social distancing before every break and lunchtime.
- Supervising staff will encourage social distancing during break and lunchtimes.
- School lunches will be available again.
- Children will choose what they want to eat for lunch, from the menu, at the beginning of the day (please make sure your child understands this and is prepared).
- Children will eat lunch in the dining hall at specific times.
- Individual Classes will be separated in the dining hall, and a maximum of two classes will use the dining hall at one time.
- All dining room tables, seats, etc. will be cleaned in between sittings.

Face masks/Face coverings/PPE

The use of face coverings, face masks and PPE is not recommended for children or staff when in their "Bubbles."

Staff will wear face coverings when they are in communal areas, not in their "Bubble." All visitors will be expected to wear face coverings when in the school building.

Staff will wear appropriate PPE:

- where an individual child becomes ill with Coronavirus (COVID-19) symptoms and a distance of 2 metres cannot be maintained (while waiting for the child to be collected);
- where intimate care is required that would normally involve the use of PPE.

Toileting and hygiene

- Children will use hand sanitiser on arrival at school, in order to speed up entry.
- Hand washing facilities, soap and water, will be available in every classroom.
- Staff will remind children daily about hand-washing routines.
- Children and staff will wash their hands after toileting, after break times, before eating, after lunchtime, after moving around the school and before going home (as well as any other times it may be necessary during the day).
- School will not provide moisturising creams, but children are welcome to bring these to school, as long as they are used sensibly and are not shared with other children.
- Children will go to the toilet one boy and/or one girl at a time.
- Toilets will be cleaned hourly.
- Staff will remind children regularly about good respiratory hygiene "Catch It – Bin It – Kill It." All classrooms will be provided with tissues and a lidded bin for their disposal.

Cleaning

- Our cleaning staff will do a full clean at the end of every day.
- Cleaning staff will be on site during the school day, focusing on surfaces that children touch regularly.
- Toilets will be cleaned every hour.
- All classrooms will have a supply of appropriate cleaning materials, so that school staff can clean these items throughout the day. But please note - it is not possible to clean every single item in a classroom, every time a child or member of staff touches it.

If a child or member of staff becomes unwell

- Parents/carers must check children for symptoms of COVID-19 every morning.
- If your child displays symptoms they must stay at home and you must tell the school immediately.
- All children will have their temperature taken, with a 'no-touch,' thermometer, as they enter their classroom in the morning.
- If your child develops symptoms at school, we will separate them from their group immediately, you will be contacted and you must come to collect them straight away.
- The above will also apply to all members of school staff.
- A symptomatic child or member of staff must self-isolate for 10 days and arrange to have a test.
- If a child or member of staff tests positive for COVID-19, the school will immediately contact the local health protection team for advice.
- If advised to do so by health protection team, all children and staff who have been in close contact with that person will be sent home and must self-isolate for 14 days.

NHS Test and Trace

- The school will engage fully with the NHS Test and Trace process, and we expect all staff, children, parents and carers to comply with this process.
- Names and contact details of all visitors (including parents/carers) will be taken and a record kept of the people, groups or "Bubbles," they have had contact with. This information will be shared with NHS Test and Trace if requested, but will be destroyed/deleted 14 days after the visit.

The Curriculum

- We aim to teach a normal, full curriculum and there will be the usual morning focus on reading, writing and maths.
- Whilst all Curriculum subjects will be taught, we will also place a crucial focus on dealing with the complicated consequences of Coronavirus and of the lockdown; PSHE, learning habits, recognising and dealing with emotions/anxieties, well-being, mindfulness and addressing gaps in learning.

Home Reading Books

- Reading books will still be sent home regularly.
- When they are returned to school, home reading books will be separated and left for 72 hours before being used again.

Homework

- No physical/paper homework will be sent home, at the moment.
- All homework will be set using Google Classroom.
- Parents/carers with difficulties accessing Google Classroom will need to discuss this with their child's class teacher.

If anything changes, we will get in touch with you straight away, so please keep checking your messages and e-mails.

Thank you for the huge amount of support and encouragement you have shown. We have a fantastic community at Monks Orchard and we are proud of how we have all pulled together in these difficult times.

Stay safe and we look forward to seeing you all again on Monday.

A handwritten signature in black ink, appearing to read 'Guy Fairbairn', with a long horizontal line extending to the right.

Guy Fairbairn
Headteacher