



HOLY TRINITY C.E. SCHOOL

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HEADTEACHER: MISS S. CHALONER

Wednesday 20th May 2020

Dear Parents and Carers,

I hope this letter finds you safe and well. It seems such a long time since we have seen you all and we miss our school community being together. I am writing to make you aware of the arrangements that are planned for the school over the next few weeks. Apologies that this letter may be long, but it is important so that we all work to ensure the safety of your children and the staff of the school.

We have made plans for the phased return for Year 6, Reception and Year 1, looking potentially at the wider school towards the end of June. However due to health and safety, Department for Education and Local Authority guidance, things will be very different when we return, and it is important that everyone understands these new arrangements and follows them. We are putting them in place for the safety of pupils, staff and families. Each decision has to be reviewed and updated in line with guidance. Thank you to those parents who completed the survey, we have used those comments and suggestions to support our planning.

Key arrangements and procedures:

- We will only be able to accommodate year groups for 2 full days each week due to the staffing, cleaning regime and social distancing guidance (further details to follow for Year 6, Year 1 and Reception);
- Children will be allocated into groups, depending upon the safe level of numbers and may be taught by different staff and in a different classroom. We hope we will be able to keep any changes to a minimum, but it will depend upon the guidance;
- No visitors are allowed on the site unless agreed. Parents and carers will need to contact the school via phone or email, unless a prior arrangement has been made. Feedback will be given via Marvellous Me or phone depending upon what it is;
- Social distancing guidelines will be adhered to. However, it is important to note that for the younger children this may be a challenge. I have to be honest and say that we cannot guarantee this at all times.
- Where parents bring children into school, only one parent will be allowed on site;
- There will be staggered times for the start and end of school, to ensure safe movement of children and families. Slots will be allocated for each group of children, and these must be used;
- There will be a strict route for children coming in and leaving. This must be followed;
- Due to the deep cleaning required, school will be closed to everyone from 12pm on Friday;
- Children will be expected to wear their own clothes and **must change** for the next day;
- Children will remain in their groups for the whole day;
- One-way systems will be in place around the school;

- Children are not allowed to bring any items from home apart from a packed lunch box. Water bottles will be provided to all pupils by the school. These will stay in school;
- Packed lunches can be ordered from the kitchen. Lunches will be eaten in the classroom their group is working in;
- The increased cleaning regime will continue through the school. Additional cleaning will take place throughout the day, and when school closes at the end of the day;
- Equipment used in class will remain in class. Cleaning will take place regularly of our equipment.

Please note: whilst we will make our best effort to clean the play resources used by younger children before use by another, it will not be possible to follow individual children around;

- A regular hand washing regime will be in place for everyone. Anti-bacterial gel will be available in every room;
- Children who show any symptoms will need to be collected very promptly. The guidance for children, or anyone in their families showing symptoms remains the same;
- The days will be organised to provide opportunities for wider learning, include outdoor activities as much as possible and support our pupils at this challenging time;
- We will be asking parents and carers to update any contact detail changes and provide information about any significant issues which we need to know about;
- Google Classroom will continue for those children not in school however this may change over time as year groups return to school.

Week beginning 25th May – half-term.

We are closed over the half-term holiday. New work will not be set for this week and teachers will not be in contact. However, children can still chat to their classmates online. Please use this week to catch up on any work that has been missed, or anything children can improve or add to. You can continue to use Mathletics, Discovery, and other online learning.

*Please make the school aware if you are concerned about any significant issues as soon as possible so that we can be in touch.

1st June onwards

We will be open from June 1st for the small number of specific children and keyworkers from Monday – Thursday from 9am until 3pm, and Friday 9am until 12pm (lunches can be provided to take home). You will need to book these spaces via the school office (phone or email) on a 2-weekly basis. We will not be able to offer spaces unless they are booked due to staffing and arrangements for each day.

School will be closed to everyone on Fridays at 12pm for deep cleaning.

On Monday 1st and Tuesday 2nd June staff will be working to prepare for the new arrangements and have training on the systems we have had to put in place.

Year 6, Year 1 and Reception

We will start the new arrangements from Wednesday 3rd June. Parents in Year 6, Year 1 and Reception will receive further information regarding this shortly including how to confirm places. This will be an online form similar to the survey provided. **No children will be allowed on site unless this is pre-planned.**

Keyworkers – children will be completing the work allocated by their teachers in their group.

Keeping your child at home

We have been advised that parents and carers deciding to keep their children at home will not be in trouble or fined during this period. I know there is a lot of concern about this. We will remain in touch with you as much as possible.

As mentioned, we will be in contact with the specific year groups very soon. Please stay safe, we send our good wishes to you all.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Chalover', written over the printed name.

Sarah Chalover