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Dear Parents and Carers,

Plan for School Re-Opening for YR, Y1 and Y6

The school has been working hard so that we can be ready to start welcoming some more of our children back after the half term holiday. Please be aware that all of this is still subject to the Government confirming their decision to re-open for the named year groups at their daily briefing on the **28th May 2020**.

Although we have always remained open for our key worker and vulnerable children group, as you will appreciate, a lot of thought has had to go into how we can safely re-open Courtney to more year groups, hence the length and detail of this letter. This should be read in conjunction with the school's Risk Assessment which has been agreed by the Governors. You will find a copy of this on our school website under the Coronavirus tab.

If you are sending your child into school, it is vital that you read all of this information thoroughly and that you fully understand the role you will need to play in keeping our school as safe as we can for everybody.

Will my child be safe?

We have worked hard to minimise all identified risks, however, it must be clear, that we cannot eliminate risk altogether. The leaders, the whole staff team and the governors have all contributed to the Risk Assessment so it is as robust as we can make it. However, it is important that you read this letter together with the risk assessment and make your own informed decision based on your family circumstances. We are dealing with an unfamiliar virus for which the scientific knowledge is still building. We will not put pressure on any family to send their child into school until they feel comfortable. (To make it clear, normal attendance sanctions have been temporarily halted so no family will face fines for non-attendance.)

When is the school re-opening?

Year R = **Tuesday 2nd June** (the school will be closed for YR on Friday afternoons)

Year 6 = **Wednesday 3rd June** (the school will be closed for Y6 on Friday afternoons)

Year 1 = **Monday 8th June** (the school will be closed for Y1 all day on Fridays)

Key Workers = this group will continue as normal.

For all of the other year groups, we have no information yet so they should remain learning at home.

Will the online home learning blogs continue?

If you choose not to send your child into school, or if your child is not in one of the year groups who are invited into school, then home learning should continue. The Y2 blog will be taken over by Miss Inman our Y1 teacher and the Y4 blog will be taken over by Miss Park and Mrs Nicholls our Y3 teachers. Miss Ford and Miss Tarbard will keep in touch with their classes weekly but will take a back seat with the blog as they are needed for teaching in school.

Are there enough staff available?

Some of our staff are not able to come into school (although they are still working at home) and our year groups are split into two so, as you can imagine, we are stretched to our maximum with very little slack. You need to be aware that:

- If a member of staff cannot come in for any reason, we may have to close for one of the groups.
- If the key worker group becomes too large, then staff from other groups may have to be re-deployed to this group as they take priority. This may lead to school not being open for some children.
- Your child will not necessarily be being taught by their own teacher and may be taught by an experienced teaching assistant some afternoons.

How are the children being organised?

We have split the children into seven different 'bubbles' and these bubbles will be kept separate from other bubbles. The number of staff coming into contact with these bubbles will be limited so that if we do get a case of Coronavirus in school, only one bubble will be affected. The bubbles will have staggered start and finish times and staggered playtimes.

Does child need to come in every day?

We would expect children who are coming, to come in on every day that the school is open. Children like routine and would feel more secure with as little changing in each day as possible. Daily attendance will also help bond each person in the bubble so they become a strong and safe team. Some of the learning will be built upon from the day before eg a model being made, so it is important that, unless there is a good reason, no school days are missed unnecessarily.

Can I change my mind about my child coming in?

When we asked if your child was due to attend, you had not seen the plans we have put into place for re-opening. If you have changed your mind, made a final decision or have not told us your intention yet, please can you do so by **Wednesday 27th May** in order to support our planning for each bubble.

What bubble is my child in?

This will be sent to you individually before the first day that your child starts back.

Who will teach each bubble?

Below is the list of the staff members who have been planned to work in each bubble.

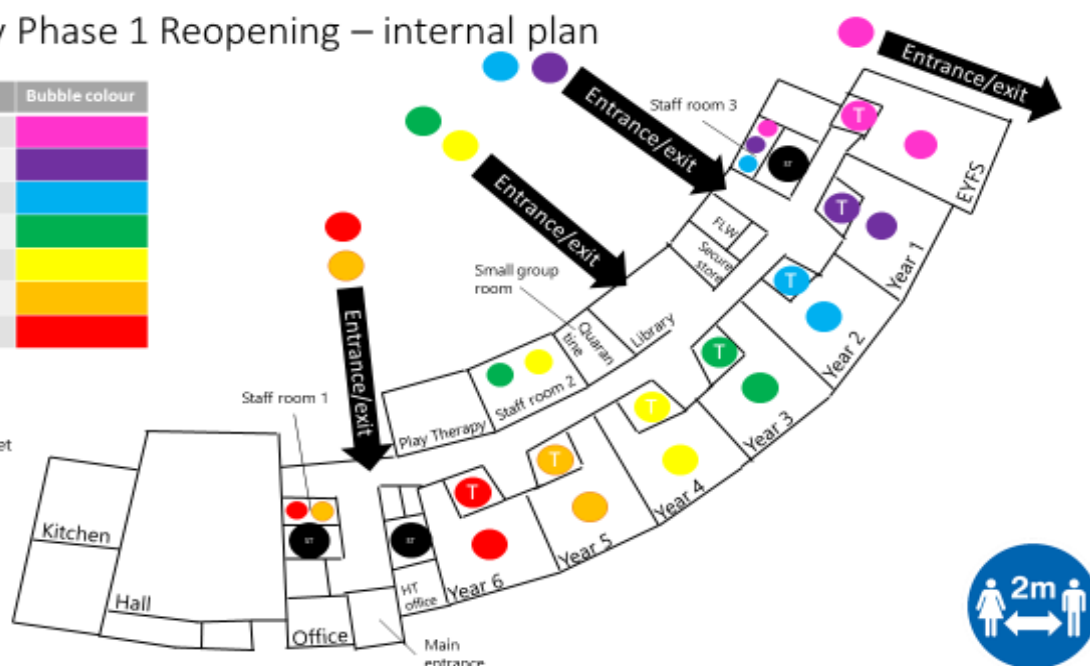
Bubble group	Bubble colour	
EYFS A		Mrs Westcott, Mrs Smith
EYFS B		Miss Brown, Miss Mundy, Mrs Derrick
Year 1 A		Miss Tarbard, Mrs Foxhall
Year 1 B		Miss Ford, Mrs Morch, Mrs Murphy, Mrs Davey
Key Worker		Mr Smith, Mrs Radford, Mrs Claridge, Mrs Hollingdrake
Year 6 A		Mr Green, Mrs Reardon
Year 6 B		Mr Thomas, Mrs Harbury

How do I bring my child to school?

The diagram below shows the names of each bubble and where you need to drop your child off and pick them up.

Courtney Phase 1 Reopening – internal plan

Bubble group	Bubble colour
EYFS A	Pink
EYFS B	Purple
Year 1 B	Blue
Year 1 A	Green
Key Worker	Yellow
Year 6 B	Orange
Year 6 A	Red



What will be different at drop off and pick up time?

We will be operating a one-way system for drop off and pick-up times.

- **Entrance** will only be allowed from the **Gages Road** gate.
- **Exit** will only be allowed at the **Courtney Road** gate

Courtney Phase 1 Reopening – external plan

Entry – Gages Road gate.

No entry permitted through Courtney Road Gate or Main Entrance.

Exit – Courtney Road gate.

No exit permitted through Gages Road gate.



The drop off and pick up points for your child's bubble will be labelled with their colour.

Courtney Phase 1 Reopening – external plan with children’s entrances

Entry – Gages Road gate.
No entry permitted through Courtney Road Gate or Main Entrance.

Bubble group	Bubble colour
EYFS A	Pink
EYFS B	Purple
Year 1 B	Blue
Year 1 A	Green
Key Worker	Yellow
Year 6 B	Orange
Year 6 A	Red

Exit – Courtney Road gate.
No exit permitted through Gages Road gate.



What will I need to do differently at drop off and pick up?

There will be a number of new expectations for you to follow to ensure social distancing is maintained:

- Only one adult will be allowed to drop off or pick up children. Other siblings should not accompany unless there is absolutely no other option.
- Parents/carers will be asked not to visit the school office without a prior appointment but to call or email with any queries.
- Around the site, there will be markers set out 2m apart which we will expect everyone to use to maintain social distancing.
- If your child is in Y6, we ask that parents/carers not to come on site at all unless dropping off or picking up other siblings.
- There will be lines in 2m distances on the floor by each entrance. Please can you keep our staff safe by not crossing these lines.
- If a child is reluctant to come in, staff will not physically coax. If necessary, the child will need to go back home.
- The trim trail, slide, grass, tree swings etc are all out of bounds.
- Adult socialisation and catch-ups should no longer happen on the school grounds. We will need you to come into and leave the site as efficiently as you can. Please do not linger around the gates in order to allow everyone to leave with their 2m social distance.
- The outside toilets will be kept locked.

What time should I drop my child off at school?

Bubble colour	Group	Time	Entrance Door
Yellow	Key Workers	8:50 – 8:55	Library
Purple	EYFS B	8:50 – 8:55	KS1 Door
Pink	EYFS A	9:00 – 9:05	Reception Gate
Red	Year 6 A	8:50 – 8:55	KS2 Door
Orange	Year 6 B	9:00 – 9:05	KS2 Door
Blue	Year 1 B	9:10 – 9:15	Library
Green	Year 1 A	9:00 – 9:05	KS1 Door

What time should I pick my child up after school?

Bubble colour	Group	Time	Entrance Door
Yellow	Key Workers	3:15	Library
Purple	EYFS B	2:50 (on Fridays 11:50)	KS1 Door
Pink	EYFS A	3:00 (on Fridays 12:00)	Reception Gate
Red	Year 6 A	3:00 (on Fridays 11:50)	KS2 Door
Orange	Year 6 B	3:10 (on Fridays 12:00)	KS2 Door
Blue	Year 1 B	3:00	Library
Green	Year 1 A	3:10	KS1 Door

What if I have children in more than one bubble?

- If you have a child in more than one bubble, in the mornings drop each one off at the earlier time but use each child's own colour entrance. If there is no adult there, please wait at a distance as it will not be long before a staff member from that bubble is there to let the children in.
- At pick up, collect each child at the time stated. If you need to wait, then please do so remaining away from the building using the markers as a guide to maintain the 2m distance.
- When you walk home with siblings from different bubbles, please try to keep them at a distance until you get home, clothes are changed and hands washed.

What if my child is late?

Please can we ask you to keep to the times set out. It is more important than ever to make sure your child arrives at school on time. If any child arrives very late, ie after 9:10, then they should enter via the Office. This adds an extra layer of social contact so should be avoided if at all possible.

Can I go to the school office?

The office team are working within their own bubble as much as they can. Please do not go to the office without a prior appointment at the moment but use emails and phone calls if you need to communicate.

What if my child is showing symptoms?

If your child has a new and continuous cough, a change in smell or taste or a high temperature, do not send them into school. At this time, err on the side of caution. Phone the office team and then follow the government guidance.

What should my child wear?

Your child will still be doing a range of activities, including PE. We are asking children to come to school in home clothes which can be worn for all activities and we strongly recommend that the clothes are washed or changed at the end of each school day.

What should my child bring to school?

We want the children to bring the minimum amount of personal possessions into school. They will only need:

1. Two water bottles – one for during the day and one for dinnertime.
2. A packed lunch unless one is being provided by school.
(A packed lunch consisting of a sandwich, fresh fruit, dessert and a snack item made by Mrs Higgs will be provided free of charge for all YR, Y1 and children eligible for Free School Meals. All other children will be able to buy one for £2.20.)
3. A mid-morning healthy snack. (To start with, we are going to assume no free milk or piece of fruit for our youngest children but we will let you know when this resumes.)

4. A coat.
 5. A sunhat.
 6. Suncream and handcream may be brought in but it must be clearly labelled, it must not be shared with anyone else and it must be self-administered.
- The children will keep all of their belongings with them at their personal work station.
 - Children will be provided with their own personal pack of pens etc so should not bring in their own pencil cases nor any toys or other personal possessions from home.

What should I do if my child needs medication during the day?

We are putting a stop to members of staff administering medicine during the day unless this is part of a health care plan already established. If your child needs short-term medication eg antibiotics, an adult will need to come to school and administer it by prior arrangement outside school near the office entrance.

Will the children and staff remain 2m apart?

This is what we will be striving for, particularly as the children get older and are capable of working in this way. The assumption is that social contact for our very youngest children will be limited to their bubble but, as most of their learning and development is through play, it is unrealistic for them to remain apart.

What should I tell my child?

If you could share as much detail as you know with your child in a calm and reassuring manner before their start day, that would be really useful. They need to know what will happen, what will be different and what to expect so they can adjust to the new situation more confidently. The children have already experienced a totally different world over the past couple of months and we need to work together to make this next transition as smooth as it can be. This is one of the classrooms which has been cleared and set out in preparation.



What will happen to Year 6 who walk to school on their own?

As your child is becoming more independent, we do ask you to have a serious conversation about what is expected with him or her before starting back and repeat reminders afterwards. We would like you to make it clear to them:

- Come straight to school and do not meet up with other children (they should set off from home with just enough time to get to school).
- At the end of the day, they should go straight home and not meet up with other children either from their own or from any other bubbles.
- If a parent walks with them to school, they will need to enter the grounds on their own unless there are also younger siblings coming to school.
- Other children and adults may be leaving at the same time. They should keep 2m from them.

How clean will the school be?

As well as the usual cleaning, each area of the school being used will be cleaned twice more during the day. All of the bubbles will have their own cleaning packs to wipe down commonly used surfaces, handles and switches.

If we get the green light to go ahead and open, we will do this in a calm and controlled way, we will constantly review our processes and do our best to make Courtney the happy school it has always been.

Thank you, once again, for the continued support you are giving to the staff team at all levels. The kind and understanding messages are so much appreciated.

However you spend the half term holiday, I hope that you manage to do something that you all enjoy.

Very best wishes

Deborah Wood
Headteacher