

Burton Green Primary School

Headteacher: Mrs Ash Atherton



Tuesday 14th July 2020

Information for parents on the wider opening of school in September

Dear Parents/Carers,

I hope that this letter finds you and your families safe and well. We are now working through plans for the wider opening of school from September. To do this, we need to make a few adjustments to the start and end of the school day to ensure that we do not have too many adults on site at once. There will also be adjustments within the school day to ensure that the children are kept safe.

Below I have summarised the main points that you will need to know prior to September. Our full risk assessment will be available on the school website, if you require further information.

Key information:

- Anyone displaying symptoms of COVID-19, must not enter the school site. Everyone must be ready and prepared to book a test if they have symptoms and to share the results of the test with school. You will also need to be prepared to provide details of people that you have been in contact with, if you or your family display symptoms.
- We have increased our cleaning capacity to ensure that surfaces, handles and other priority spaces are regularly sanitised throughout the day
- Children will be placed into key stage 'bubbles' and allocated constant adults that will work solely within these groups.
- Children should bring the bare minimum onto the premises each day e.g. packed lunch, named water bottle (containing water please), PE kit, book bag
- **One parent** to drop off and pick up per family
- School attendance is compulsory with all children expected to return
- Parents will not be able to enter the school building
- Parents must socially distance from each other on school site

Drop off and pick up arrangements:

In order to minimise the number of people on the school site, drop off and pick up will be limited to strict staggered time frames. We are encouraging families to limit drop off and pick up to **one** adult where possible in order to avoid large groups of people from congregating. Please be aware that you will not be able to hold lengthy conversations with staff at the start or end of the school day. If you phone or email, we will get back to you as soon as we can.

Year Group:	Drop off and pick up arrangements:
Butterflies	<p>Please arrive between 8.30am and 9am. The gate next to the main gate will be open (behind where Mrs French stands.) Please enter this gate and stand outside the classrooms. The teachers will come and collect the children from you.</p> <p>Please collect the children from the same place at 11.30am.</p>
Nursery	<p>Please arrive between 8.30am and 9am. Please enter the gate next to Nursery but wait outside of the classroom. The teachers will come and collect the children from you.</p> <p>Please collect the children from the same place either at 11.30am or between 3.15 and 3.30pm.</p>
Reception	<p>Please arrive between 8.45am and 9am. The gate next to the main gate will be open (behind where Mrs French stands.) Please enter this gate and stand outside the classrooms. The teachers will come and collect the children from you.</p> <p>Please collect the children from the same place between 3.00 and 3.15pm.</p>
Year One	<p>Please arrive between 8.45am and 9am. The children will enter through their classroom but due to the narrow walkway, Mrs Naylor will collect the children from the playground.</p> <p>Please collect the children from the same place between 3.00 and 3.15pm.</p>
Years Two to Six	<p>Please arrive between 8.45am and 9am. Children will enter school through the outside classroom door. They must come straight into their classroom.</p> <p>Collection is between 3pm and 3.15 (Year 2) and between 3pm and 3.20pm (KS2)</p>

PPE

Wearing a face covering or face mask in schools is not recommended. Rather, there should be effective social distancing measures in place. Children wearing face masks may inadvertently increase the risk of transmission as they need to be handled in very specific ways that they are unlikely to manage effectively. Pupils who use face masks are required to remove face coverings on arrival at school.

School Office

Please only enter the school office in an emergency situation. Staff will always be available via telephone and we will ensure all queries are answered as soon as possible. Children must not be collected outside of the agreed times unless for emergency appointments.

Breakfast and After School Club

This will resume from the start of the new school year. You can book and pay for After School Club using Parent Pay and also by phoning the School Office. Children will be mixing with friends from other year groups within the clubs.

Coronavirus – DfE Guidance & Control Measures

School life will feel a little bit more like normal in September. The essential measures that we will be taking are set out below and are taken from the national guidance from the DfE:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

We are looking forward to having all the children back in September and hope that parents will be reassured by the measures that we have put in place. As ever, if you have any further queries then please do get in touch.

Yours sincerely



Mrs Atherton