Dear Parents and Carers,

Thank you for responding to our questionnaire last week. Some parents were concerned about responding because the questionnaire did not include an option that best describes their view for schools planning to re-open. As I am sure you well understand this is a difficult situation for everyone and we really do understand your concerns.

Following the Prime Minister's speech we just needed to gauge the numbers of children who needed to return to school for us to put plans in place to open from the 1st June. There is no requirement for children to return to school. It is entirely parental choice as to whether they wish to send their child to school during the summer term.

Some parents do need their child to return to school and some currently do not wish their child to return. These decisions are your own and both are completely fine.

We will be partially open from Monday 1st June and I am now writing to let you know of our plans at this stage.

School capacity and staffing

It would be lovely to be able to return and to open the school to as many children as possible but the safety of the children and staff are always our first priority.

We are a small school with few classrooms which, after measuring, each have a capacity for 8 children following the social distancing guidelines from the DfE. This has proven to be a challenge for us to work through in terms of attempting to cater for all those who wish to send their children back to school.

After sending our questionnaire for YR and Y1 children to return to school the Government changed their guidance and advised us we need to prioritise the Reception year group along with the children of key workers at this stage. Initially the Governors and I had wanted to open for children who needed to return in YR and Y1, however, this announcement along with our capacity meant we needed to change our plan.

Another consideration we had to factor in was the staffing we have available to us. We currently have some members of staff who are shielding or are vulnerable. As some of our staff are unable to come into school we have also had to take this into consideration with our planning.

At this time **we can offer a place to all of the YR children who have indicated they need/wish to come into school on the plan referred to later in this letter.** If the curve and 'R' rating relating to the virus continues to be stable/decline it is possible that we will be able to welcome more children throughout the summer term. We will continue to monitor the situation and Government guidance.

On 1st June, we will be open for the children in YR and key worker children who have told us they need a place. We will write to you separately but here is our plan for how we will open. We are sorry but we can only offer to either of these groups and cannot offer a place to an Y1 or Y2 child who does not come from a key worker family.

All children will continue to receive home learning from the teachers using our digital platform with activities to complete in the same way they have been.

Our School Day

YR - Monday – Thursday on a weekly rotation (main school)
Staffing – Miss Lewis and Mrs Timberlake

We are pleased that all of the YR children who have notified us that they need a place can come to school on a rotational basis. We will advise you separately if your child is in Week A commencing 1st June or Week B commencing 8th June.

Bubble or group	Week
1	A
2	B

Children will be put into small groups of no more than 8 children following the social distancing guidance from government and will rotate one week in school and one week at home, Monday-Thursday, 9.30am-12.30pm. The timings will be reviewed on a two weekly basis to gauge how children are coping with the new way of school.

The main school will be closed on a Friday to allow for a deep clean and to let the school breathe to kill off any germs ready for the following week. We will open the hub on a Friday for key worker children. The school hall remains closed whilst we utilise the space for storage of items we have been advised to remove from the school building. The nursery will also re-open and we do not wish to share toilets to minimise the risk of mixing groups.

Children will sit at their own table where they will keep their belongings for the day. The children will remain in their groups throughout the day.

Markings on the floor will help the children when moving around the school safely.

We have made short video that shows what the school looks like for you to watch with your child.

Key Worker Children

Key worker children : Monday – Thursday 9.00am-3.15pm (main school) Friday (hub)
Staffing – Mrs Crump/ Mr Williams and Mrs Ciortan/Mr Rowe

This will continue to operate in the same way as it has been since lockdown on a needs basis of a maximum of 8 children on a needs basis booked in via the school office.

Drop Off and Pick Up Times
Our school day will consist of two staggered start/pick up times:

Key worker children: 9.00am – 3.15pm
YR: 9.30am – 12.30pm

Unfortunately, we are unable to permit parents into school in the usual way at this time and no parents or visitors will be permitted on to the school site. Please take your child to the school gate where a member of staff will open the gate and welcome them in. Please do not touch the gate as a member of staff will do this for you. Our staggered start

is to keep your waiting time to a minimum. For yours and other's safety please respect the 2m social distancing; there will be cones and a stop sign to guide you. Please queue along the school side of Woodways and Churchway. To minimise the numbers of people outside school please ensure one parent per family comes to drop off and pick up. Please also avoid bringing other children/siblings with you to drop off if at all possible and leave them at home.

There will only be staff on the premises who can open the gate at these times. We are unable to man the gate outside of your time slot and no child will be admitted after these times.

If a child is unsure/upset when coming to school it will be at the discretion of the parent if they wish them to stay. Staff will give support and encourage a child to come in but regrettably, due to the current situation staff cannot physically connect with an upset child in our usual way. This we expect will be as hard for staff as much as children but in order to keep everyone safe we have to adhere to this.

At pick up times, children will be waiting at the gate at the designated time slot for your group. Once again, a member of staff will open the gate for you and ask you to stand well back while your child is released to you.

Staff will be unable to speak to parents on the gate at drop off or collection. Due to us operating a skeleton staff the office will remain closed and staff are unable to answer the phone. Any messages should be sent via the office email or home learning platform. Thank you.

Registration and Absence

Registration will be taken in your child's bubble; the term used by government for a group of children. In the event of absence if your child is unwell or not able to attend please let us know as soon as possible via the office email. If your child exhibits any COVID-19 symptoms please notify us, but do not send your child to school.

If your child becomes unwell in school with COVID-19 symptoms, they will be moved to the First Aid Area, which will be used as a designated place for those children or staff that show signs or symptoms of COVID-19. The windows will be open for air to flow. If this is required, you will be telephoned and asked to collect your child immediately. It is therefore crucial that we have accurate contact details for you on that day so please ensure you provide these to us.

If a child or adult in a bubble group tests positive Coronavirus, the whole bubble will close for all children and staff responsible for those children for 14 days, in order to comply with DfE guidelines.

Hygiene and Cleaning

Children and staff will be washing their hands regularly throughout the day with soap and water or using hand sanitising gel. Staff and children will be responsible for cleaning their own bubble throughout the school day and the whole school premises will be deep cleaned ready for the next day. Every Friday, the whole school premises will undergo a thorough deep clean ready for the next week.

The school has been cleared of toys and soft furnishings for hygiene reasons following the DfE guidance. Staff will accompany children at all times around the building and there will be markings around school to direct children when moving through the building. Our toilets will be open and are clearly marked for each bubble. Children will be taken in their small groups throughout the day. Staff are required to clean toilets and bathroom fittings after each group's use. They will need to wipe down tables, chairs, clean floors and door handles twice a day.

Posters will display ways to maintain good hygiene.

If a child is unwell staff have PPE equipment to wear for their safety whilst supporting the child. Staff may also be wearing masks and gloves when teaching.

If a child is unwell in the day they will be taken to a separate area away from others. A member of staff will sit with them and will wear PPE.

What children should wear?

Children should wear casual clothes that are suitable for school. We have made the decision not to wear school uniform due to the fact that children need to be comfortable and that some children may have had growth spurts over the past few weeks since lockdown. It can be anything casual that is suitable for school activities that they feel comfortable wearing. This is for ease of movement doing a range of activities without having to change. We would recommend trousers or leggings and not skirts and dresses please. The children need to be able to take on and off any jumpers. This also allows for you to send your child in clean clothes every day please.

The Government has said that children should not wear masks and so please keep these at home. Thank you.

What Should Children Bring to School?

Children do not need to bring in their book bag. Please send them with one bag only that contains a packed lunch, snack and water bottle.

Children should not bring to school any other personal belongings.

If the weather continues to be warm and sunny please send your child in with a sun hat and apply sunscreen before you leave home. They will be unable to bring sunscreen into school.

School Lunch

Children will need to bring in their own packed lunch, snack and water bottle. We are unable to provide a lunch as our catering supplier is currently closed, but we also feel that bringing a packed lunch from home minimises any risks of contamination at this stage. Children will eat their lunch at their table in their groups. They must not share their lunch with others. Please ensure their lunch consists of items they are able to manage to open and eat independently and is nut free as per our school policy.

Pupil Premium

If your child is currently Pupil Premium and is receiving vouchers whilst at home, this will continue this next term.

Activities in the Day

Children will be taught in their small groups which they will stay in at all times. The day will be more focussed on PHSE and Wellbeing rather than full curriculum lessons. The mental health of our children is key to future learning and children who feel safe and secure learn best.

Children will be using our outside space as much as possible to play and explore within the permitted guidance.

Please keep your reading books at home at the current time as we are unable to change reading books to comply with guidance.

Medicines

A child's emergency medication will be stored in a safe manner with their group. If this medication has been newly prescribed you will need to complete our medicines authorisation form. Please notify us to the office email if your child has newly prescribed medicine, for example an inhaler, Epipen.

Behaviour Policy

We are in the process of amending our school Behaviour Policy in accordance with the current situation with an additional section. All children are expected to follow the expectations, in order to ensure the safety of everyone in school. These will be posted online in our COVID information section. Any behaviour that does not adhere to these expectations and poses a risk (such as spitting, biting, hitting and wilful refusal to comply with social distancing) will result in a telephone call home and for you to collect your child immediately from school. By sending your child to school you are agreeing to these expectations.

We are sorry that we cannot fulfil all of your wishes however I hope you can appreciate some of the incredibly difficult decisions that have had to be made over the last few weeks and support us in this.

We will continue to keep a close eye on the guidance for schools and discussing a variation of scenarios with staff and governors. All of our planning and preparation for the eventual re-opening of our school will be focussed on supporting children, families and our staff in the best way we can. It will reflect the value of everyone in our care, children, staff and their wider families.

It is clear that we will not be returning to 'normal' when we re-open. We will not have a normal summer term, nor will the start of the new year in September, be

normal. However, whatever we do will reflect our school values. Our scenario planning and risk assessments will be based on scientific evidence and the guidelines published by the DfE and Buckinghamshire Council.

The Governors and I would like to thank you for all of your support during what is a difficult time for everyone. Thank for supporting us with your child's home learning. We will continue to talk to you and give you updates when we can.