

Friday 24<sup>th</sup> July 2020

Dear Parent/Carer,

We are writing to explain the arrangements that will be in place at Saltford Primary School to welcome all children back to school full time in September. We are very pleased to be in a position to do this and excited at the prospect of being back together as a school community once again. **This information is correct at the time of sending but may be subject to change in light of circumstantial developments or changes to government guidelines.** We will endeavour to communicate any changes as quickly as possible.

All our planning has been done in conjunction with the other primary schools in our trust and we have followed the trust's risk assessment process in doing so. Our Risk Assessment has been reviewed and approved by the trust board. The full document is available on the trust website ([www.wellswaymat.com](http://www.wellswaymat.com)).

Throughout the planning process the safety of children and adults has been our over-riding concern. Our risk assessment has been based on the system of nine controls the government has asked us to factor into our planning to help minimise risks.

#### **System of controls**

This is the set of actions schools must take, based upon advice from Public Health England:

#### **Prevention:**

- 1.** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2.** Clean hands thoroughly more often than usual
- 3.** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4.** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5.** Minimise contact between individuals and maintain social distancing wherever possible
- 6.** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers **1** to **4** must be in place in all schools, all the time.

Number **5** must be properly considered and schools must put in place measures that suit their particular circumstances.

Number **6** applies in specific circumstances.

#### **Response to any infection:**

- 7.** Engage with the NHS Test and Trace process
- 8.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9.** Contain any outbreak by following local health protection team advice

Numbers **7** to **9** must be followed in every case where they are relevant.

As a trust we have planned to get children back as quickly as possible whilst giving time to ensure that they understand the new procedures and systems that will be in place for their safety, in line with the advice from Public Health. This will help to alleviate any anxieties they may have about returning to school after what for most children has been six months away from the classroom. In the first week of term, Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September are both INSET days which will be used for staff training and planning in preparation for the start of term. For the remainder of the week, children in years 1 to 6 will attend for an induction day and then will all be in full time from Monday 7<sup>th</sup> September.

In our school, we have agreed the following pattern:

Date	Year group
Tuesday 1 September	Staff INSET day
Wednesday 2 September	Staff INSET day
Thurs 3 Sept	Years 1, 3 , 5 only, in for induction day
Fri 4 Sept	Years 2, 4, 6 only, in for induction day
Mon 7 Sept	All year groups above back in full time – albeit drop off and pick up times are staggered – please see below

We will continue to organise the children into bubbles and the measures we will take are aimed to ensure there is minimal contact between the bubbles. In our school children will be grouped into bubbles as phases:

Reception / Years One and Two / Years Three and Four / Years Five and Six

The arrangements for each year group, 1 to 6, in September are below. We have written to parents/carers separately about the arrangements for our reception class(es). The e booklet you have received and our school website contains a map of the site so you know which rooms your children are based in – albeit under the current arrangements there will be no access to the school buildings. If you have siblings in other year groups please drop off your youngest child first please – especially our Year One and Two children – this is because the back gates will be shut promptly so there will be no access after the times stated below. Please do not cut through the school site – this is because we are limiting contact between adults to minimise the risk of infection on our school site – we know this means you walk further – but I am sure you understand that safety of the children is paramount.

<b>FOR CHILDREN IN RECEPTION</b>	
The arrangements for children joining us in Reception classes have been emailed separately. There is a slight tweak to the times for the sessions:	
Arrangements for Reception	<p><b>Week beginning 7<sup>th</sup> and 14<sup>th</sup> September:</b> Morning sessions: 8:45 – 12 Afternoon sessions 1 - 3pm</p> <p><b>Week beginning 21<sup>st</sup> September:</b> All children 8:45am till 1pm as they stay for lunch</p> <p><b>Week beginning 28<sup>th</sup> September:</b> The children will attend full time – the sessions will be 8:45 till 3pm</p>

Classroom	We are using Bumblebee Room (Miss Davis) and Butterfly Room (Miss Donovan)
Entrance/Exit	The entrance and exit is via the Claverton Road – which is the main school entrance. Pick up and drop off will be via the Reception field adjacent to the garden. Your map in the e booklet you have received will support you visualising this.
Playtime and lunch	The school garden and field adjacent to this which is designated for our Reception children only. If wet we will use the classrooms and covered areas outside each classroom.

#### FOR CHILDREN IN YEAR 1

<b>FOR CHILDREN IN YEAR 1</b>	
<b>Induction day Thursday 3<sup>rd</sup> September only</b>	Please arrive at 8:45am and leave at 3pm via the main field gate – this is not a gate we normally use and therefore your map in the e booklet you have received will support you visualising this.
School day – Mon 7 <sup>th</sup> Sept onwards	As above – please keep to time please so we minimise the cross over between Year One and Two parents.
Pupil grouping	Your child will be based with their class.
Classroom	We are using Pear Room (Mrs Hayden) and Apple Room (Miss Evans)
Entrance/exit	Main field gate
Playtime and lunch	Main field – the classrooms and covered areas outside each classroom if wet weather

#### FOR CHILDREN IN YEAR 2

<b>FOR CHILDREN IN YEAR 2</b>	
<b>Induction day Friday 4<sup>th</sup> September only</b>	Please arrive at 9am and leave at 3:15pm via the main field gate – this is not a gate we normally use and therefore your map in the e booklet you have received will support you visualising this.
School day – Mon 7 <sup>th</sup> Sept onwards	As above – please keep to time please so we minimise the cross over between Year One and Year Two parents.
Pupil grouping	Your child will be based with their class.
Classroom	We are using Cherry Room (Class MN) and Palm Room (Class NJ)
Entrance/exit	Main field gate
Playtime and lunch	Main field – the classrooms and covered areas outside each classroom if wet weather

#### FOR CHILDREN IN YEAR 3

<b>FOR CHILDREN IN YEAR 3</b>	
<b>Induction day Thursday 3<sup>rd</sup> September only</b>	Please arrive at 8:45am and leave at 3pm via the Claverton Road entrance – go through the carpark to the gate to the playground and drop off at this point – the class teacher will be waiting on the playground. Your map in the e booklet you have received will support you visualising this.

School day – Mon 7 <sup>th</sup> Sept onwards	As above – please keep to time please so we minimise the cross over between Year Three and Year Four parents.
Pupil grouping	Your child will be based with their class.
Classroom	We are using Lime Room (Mrs Spincer and Miss Tang) and Sycamore Room (Miss Mulready)
Entrance/exit	Gate to the playground via the school carpark – the carpark will be closed off during this period
Playtime and lunch	Playground – the classrooms will be used if wet weather

#### FOR CHILDREN IN YEAR 4

Induction day Friday 4 <sup>th</sup> September	<p>Please arrive at 9am and leave at 3:15 pm via the Claverton Road entrance – go through the carpark to the gate to the playground and drop off at this point – the class teacher will be waiting on the playground. Your map in the e booklet you have received will support you visualising this.</p> <p>After a few days once the children are familiar with the route they will walk independently to their classrooms from the playground in the morning – but a member of staff will bring the class to the playground for pick up.</p>
School day – Mon 7 <sup>th</sup> Sept onwards	As above – please keep to time please so we minimise the cross over between Year Three and Year Four parents.
Pupil grouping	Your child will be based with their class.
Classroom	We are using Maple Room (Mr Jenkins) and Willow Room (Mrs Nethercott)
Entrance/exit	Gate to the playground via the school carpark – the carpark will be closed off during this period
Playtime and lunch	Playground – the classrooms and covered areas outside each room will be used if wet weather

#### FOR CHILDREN IN YEAR 5

Induction day Thursday 3 <sup>rd</sup> September	Please arrive at 9am and leave at 3:15 pm via the side gate next to Tiddlers Nursery. Your map in the e booklet you have received will support you visualising this.
School day – Mon 7 <sup>th</sup> Sept onwards	As above
Pupil grouping	Your child will be based with their class.
Classroom	We are using Horse Chestnut Room (Mr Boyle) and Elm Room (Mr Bowkett)
Entrance/exit	<p>Gate adjacent to Tiddlers Nursery. Your child will independently access this gate both entering and exiting. If you are picking up your child please wait on the field space or grass please – as socially distanced as possible. Please avoid standing right next to the gate or on the path as children will need to breach the social distancing guidelines to get past you.</p> <p>We require permission for your child to walk home independently and will email you the form to be completed should you need this.</p>
Playtime and lunch	Field adjacent to the parish council play park – the classrooms will be used if wet weather

<b>FOR CHILDREN IN YEAR 6</b>	
Induction day Friday 4 <sup>th</sup> September	Please arrive at 9am and leave at 3:15 pm via the side gate next to Tiddlers Nursery. Your map in the e booklet you have received will support you visualising this.
School day – Mon 7 <sup>th</sup> Sept onwards	As above
Pupil grouping	Your child will be based with their class.
Classroom	We are using Oak Room (Mr Godwin) and Ash Room (Mr Styles)
Entrance/exit	Gate adjacent to Tiddlers Nursery. Your child will independently access this gate both entering and exiting. If you are picking up your child please wait on the field space or grass please – as socially distanced as possible. Please avoid standing right next to the gate or on the path as children will need to breach the social distancing guidelines to get past you. We require permission for your child to walk home independently and will email you the form to be completed should you need this.
Playtime and lunch	Field adjacent to the parish council play park – the classrooms will be used if wet weather


We are very aware that some children will find the return to school difficult and will be sending out a questionnaire at the end of the Summer term (so we have up to date information) to parents/carers that will help us to assess each individual child's needs. We will be looking very carefully at how we can support children's emotional needs as this will be an essential part of helping them to get back into learning. We also appreciate that some children and families will be anxious about the return to school. The questionnaire responses will also help us to understand these concerns so we can help all our children to get back into school, where they need to be. We will be sending you the questionnaire during the last week of the holiday so please look out for it and help us by completing one for each of your children.

The accompanying operating plan set out the information about how our school will operate and what measures will be in place to prevent and respond to infection.

We hope this communication gives you the information you need to prepare your child for his/her return to school in September. If, however, you have any questions during the holiday please email them to [enquiries@wellswaymat.com](mailto:enquiries@wellswaymat.com) and we will endeavour to provide a response. Our trust website ([www.wellswaymat.com](http://www.wellswaymat.com)) will also contain a section for parents/carers on frequently asked questions (FAQs) about the September return to school, which will be updated on a regular basis throughout the holiday.

Many thanks in anticipation of your support.

Yours sincerely



Mrs D Sage  
Headteacher



Andrea Arlidge  
Chief Executive