



Main Road, Smalley Derbyshire DE7 6EF  
01332 880317

**Head teacher – Mrs K Mason**

29<sup>th</sup> May 2020

## **THE WIDER OPENING OF OUR SCHOOL**

Dear Parent/Carer

Following on from the letter I sent out last week, Friday 21<sup>st</sup> May 2020, I write to outline our more detailed school plans.

We are now in a position to re-open our school to more children **because the government advice permits us to do so**. At present, because of our measured capacity, this will only be to our **Key Worker pupils**.

We have completed a comprehensive Risk Assessment using the government guidance and support from our Trust. The school is working very closely with our trust Embark Federation and our family of schools to ensure that our planning is comprehensive. Embark Federation are liaising with the Department for Education closely to ensure that any plans made are in line with Government guidance, which keeps updating on a daily basis and we are amending our plans accordingly. Embark have directed us to continue our provision for Key Worker and vulnerable children for **emergency childcare**, as we have done previously, during the week beginning the **1<sup>st</sup> of June 2020**, and then to **accept more Key Worker children from Monday June 8<sup>th</sup> 2020**. This will enable school to open in a phased and controlled way to ensure school is as safe as possible.

### **Procedures for attendance**

I will start by saying that attendance is not compulsory. The government have made it clear that usual attendance protocols will not be in effect over the summer term. This means you will not be fined if your child does not attend.

As a school we completely respect your decision to send or not send your child. However, the Government want to encourage you to take up your school place full time as much as possible and to inform school if your child is not going to be attending on certain days.

I must stress that there is a place for Key Worker children for whom we have contacted already, or have been regularly attending during the last ten weeks. If you are a Key Worker, but have not previously communicated this with us, there may **not** be a place for your child, please do not assume that we are automatically aware. **Please do not just turn up to school and presume we have a place for your child**. Due to Government guidance we have to follow very strict measures and this means we are extremely limited on space.

Our Smalley staff team have been incredibly positive over the last ten weeks, coming into school at the peak of the pandemic to educate Key Worker children who required emergency childcare and always with a smile, even though they were putting themselves at risk. We continue to be positive as we re-open our school and would love to see your child again, if you are a Key Worker, **when the time is right for you**. We can't wait until our school is full and buzzing once more, when we are able to return to some sense of normality.

### **School Organisation**

Following Government guidance, we have split the children eligible to attend into 'bubbles'. This allows us to ensure each group has the same staff, same pupils and the same classroom each day and

therefore, different groups are not mixed during the day, or on subsequent days, thereby NOT EXTENDING the contact group in an effort to limit the potential spread of coronavirus (COVID-19) in school. The 'bubbles' are as follows:

- **Orange Bubble:** 9.00am - 2.45pm in classroom 1
- **Green Bubble:** 9.00am - 2.45pm in classroom 3
- **Red Bubble:** 9.15am - 3.00pm in Reception classroom.
- **Yellow Bubble:** 9.15am - 3.00pm in classroom 2
- **Blue Bubble:** 9.15am - 3.00pm in classroom 6

**Please note: You will be contacted before your child's first day with your child's bubble colour so that you know which time to arrive.**

**Arrival & departure times need to be strictly adhered to, as these are staggered to allow for social distancing. A member of staff will be on duty at arrival time to greet your child with a smile. If you have children in more than one bubble please arrive at 9.15am and collect at 2.45pm to avoid waiting.**

Our **emergency childcare** provision for Key Workers and vulnerable children remains unchanged going forwards from 1<sup>st</sup> June, however, from the 8<sup>th</sup> June 2020 there will be more children to phase in and manage. It is with this in mind that the arrangements will change and the bubble system will take effect from the 1<sup>st</sup> June 2020.

The children need to arrive and leave from our **Kerry Drive entrance ONLY. NO PARENTS ARE ALLOWED ON THE SCHOOL SITE** - this is to minimise the number of people on the school site in the interest of infection control.

- The drive will be marked out as a one-way system and you will be directed to your child's bubble entrance.
- We ask that only one parent accompanies each child or group onto the school drive and that parents swiftly leave the site, to avoid waiting of any kind, to help keep everyone safe. Please also make sure any pre-school children are in a pushchair or holding your hand at all times.
- Parents and children should enter at the main gate (Kerry Drive entrance) and follow the one-way system which is clearly marked in red with white arrows at two metres apart. Please respect social distancing rules.
- The children will be taught in bubbles over the four classrooms in lower school and one classroom in top school.
- They will have split break and lunchtimes and only have a playtime within their 'bubble'.
- The mid-day supervisors will deliver lunch to the 'bubble' and the children will eat lunch within their allocated classroom.
- Reception and KS1 children will still be entitled to a free lunch.
- Children are allowed to bring a lunchbox which will stay on their own table all day. A disposable lunch bag would be recommended, as it can be disposed of after lunch.
- Parents of KS2 children may purchase a school lunch and those children who qualify for a free school lunch will continue to do so.
- School lunch will be eaten in the classroom and will consist of a 'Grab bag' which will include a sandwich, yoghurt or fruit. On some days our school cook will provide a warm alternative such as a burger, this will still be served in a 'Grab bag', as this avoids the use of crockery and cutlery (other than a spoon). Apologies, but at this time it will be impossible to communicate which days will have which food.

- We are instructed to send as little as possible home to avoid transfer of any infection. We therefore politely request that your child does **not** bring anything to school other than themselves and a clearly labelled water bottle (a lunchbox, coat and sunhat, if necessary, will be kept under the child's desk). Named water bottles will need to be brought into school each day. The bottle will be refilled if necessary.
- We are unfortunately, not able to send reading books or work home at this time as instructed by the Government.
- School uniform is not compulsory at this time. Your children should however, wear something comfortable for school, which is also something they can exercise in. No P.E. bags at this time are allowed, therefore your child needs to be wearing appropriate footwear to enable them to exercise and play in.
- Your child's clothes need to be washed each day after returning home from school to avoid any potential transfer of infection.

**If your child becomes unwell during the school day with any of the symptoms of COVID-19 you will be contacted and required to collect your child immediately. Until you arrive, your child will be placed in isolation and any member of staff monitoring your child will need to be dressed in full PPE.**

**The bubble your child is in will then be closed and the children and staff in this bubble will be sent home to isolate for 14 days.**

**If you think your child may have been exposed to or has COVID 19 (Coronavirus), please contact the school on 01332 880317 at the earliest opportunity.**

Please note: It is for the above reason - as per Government guidelines - we cannot allow children to swap between groups.

### **Further information for all children and parents attending school during this period**

- Children will continue to sit at desks which are two metres apart and are expected to social distance at all times.
- Non-washable items and excess furniture have been removed from the classrooms to create space for movement and cleaning purposes.
- Children will not share equipment. They will have their own personal pouch on their desk with equipment supplied by school. **NO pencil cases and/or stationery from home is allowed at this time.**
- An amended behaviour code will be issued to all children to ensure we maintain social distancing and good hygiene wherever possible. A copy will be issued to parents during the week beginning 1<sup>st</sup> June. If your child is unable to follow our expectations of behaviour at this time we may no longer be able to offer them a place going forward. This is to protect everyone's safety.
- Communication with parents remains a priority to the school and as we can no longer do this at the school gate, we are available by phone/email whenever necessary. Remember our staff cannot be within two metres of you, if you have a confidential message please telephone.

### **Preparing your child for return to school**

If you choose for your child to return to school, it will look and feel very different to the school your child is used to. We, as professionals, will try our very best to support your child and give them the usual Smalley welcome, however, a number of our staff are still unable to attend school at this time and although your child will be with staff they know, it may not be their class teacher. In order to reduce anxiety and address any concerns you may have, you may want to speak to me first. If you are a Key

Worker and have not previously sent your child to school for emergency childcare, you will have the first week of June to contact me and talk things through to help you feel confident in your decision. We fully understand that for some families this is a difficult decision and we want to support you in the best way possible. If you need to contact me this weekend please email to: [info@richardson.derbyshire.sch.uk](mailto:info@richardson.derbyshire.sch.uk)

### **Home Learning**

Finally, I would like to say a huge thank you to all the parents for their support with the home learning set by our teachers. It has been fantastic to see all the children's hard work and photographs and I am grateful we have had this platform available in order to remain connected with our families.

For those children not attending, home learning will continue. We intend to mirror the learning at home with the learning taking place in our 'bubbles' and the weekly themes will be the same for our learners both at home and in school. Please do not hesitate to email your class teacher or telephone me if you have any concerns, however small, we will do our very best to support you.

As I have said before, we have missed you all and we look forward to the day when we can all be together again.

In the meantime, take care of your families and stay safe.

Yours sincerely

Mrs K Mason.  
Headteacher