



# St Mary Magdalene C of E Primary School

Headteacher: Miss S Robinson

27<sup>th</sup> May 2020

Dear Parents & Carers,

Firstly, I want to say thank you for your patience. Government guidance has been changing rapidly and I did not think it helpful for you to hear several iterations of our plan for reopening with developing arrangements. Our CEO, Chris Moodie, has written to you today to confirm that SNMAT directors have now resolved to open our schools from 8<sup>th</sup> June. Please be aware that if your children return, school will look different but they will still receive the love, care and support that they always have at St Mary's. Health and safety will be our first priority. For this reason, the children will be in small groups (referred to as bubbles) to encourage social distancing. This, of course brings with it many challenges.

## Have we got the space?

The first challenge is space, or lack of it! Social distancing in a primary school has its challenges and government guidance states that pupils should be in groups of no more than 15 and adults should be consistent. Preference should go to critical worker and vulnerable pupils followed by Reception, Y1 and Y6 (in that order). When we have modelled the groupings and space in line with this guidance, it is clear that our classrooms were not designed for social distancing parameters! **Our classrooms can fit a maximum of 12, with some only providing space for 8 pupils.** This means that each bubble will need to be smaller than the recommended 15 pupils.

## Have we got the staff?

The second challenge has been to enable pupils to work with their usual adults. **St Mary's has a significant number of staff members who are classed as clinically vulnerable, or extremely vulnerable and this has greatly reduced capacity.** For many children, it has been possible to place them with their usual class teacher; where it has not, a familiar adult has been allocated. We have made the decision not to employ supply teachers in order to reduce the risk of spreading the virus. Government guidance recommends (quite understandably) that adults should not mix across groups in order to limit contact. Therefore each bubble will need to have at least two adults: a bubble leader and a lunchtime supervisor. I'm sure that, whilst reading this, you have surmised that we are going to struggle to maintain staffing levels and space. Although some schools are choosing to use a rota system, this is not currently recommended, therefore we will do everything we can to avoid this. That brings me to the regrettable situation that is, **we cannot safely open to priority year groups.**

## Who can we safely re-open to?

At St Mary's, over 25% of our children's parents have applied for critical worker provision, or are classed as vulnerable. As throughout the closure, and in line with government guidance, this group must be prioritised. We will be in touch directly with families who have applied for this provision before 8<sup>th</sup> June. Given our current staffing complement and space restrictions, we sadly will not be able to extend our provision beyond this without compromising the safety of children and staff. **This means that we cannot offer any places in priority year groups (Reception, Y1 or Y6) at this point.** I realise that this may cause great inconvenience, especially if you are trying to return to work and are unable to arrange childcare. I can only apologise and reiterate that our decision is based on the health

and safety of everyone concerned. Over time, more staff may be able to return to work, and we may receive less children than expected, in which case we will review the situation and look to open to further groups.

### **What times will the school be open?**

From the 8<sup>th</sup> June, our critical worker group will be extended and split into age groups. We will be operating a staggered day in order to reduce the number of people onsite and to limit contact with others. Please see the table at the end of the document which sets out where different age groups should enter and exit the school. Please be aware that these timings are tight and make every effort to be punctual. We would ask that parents drop children off on the playground, where children will be met by their teacher, and leave site immediately.

School will close early on Fridays; this is for two reasons. The first is so teaching staff can have their non-contact time to prepare work, contact families and update the home learning. Ordinarily, this is covered by other adults in school but cannot happen in the current climate. The second is to give the site staff an opportunity to give the school a deep clean. All the times for this are detailed in the table overleaf.

### **What safety measures are we putting in place?**

We appreciate that for many parents this will be a worrying time and you will be concerned. We cannot guarantee that there will not be an outbreak but we are certainly working hard to minimise the levels of risk. Bringing your child back to school at this time is a parental decision and we want you to make an informed choice; a lack of attendance will not be penalised.

In response to some of your questions, I have summarised the precautions that we will be taking. Please note that this is an overview and not an exhaustive list but I want to reassure you that we are making carefully considered decisions to minimise the risks of transmission. If you wish to see the school's risk assessment, this is available from the office.

- Pupils who are clinically extremely vulnerable should not attend at this time. Parents of pupils that are clinically vulnerable are advised to seek medical advice before attending.
- Staggered start/end to the day, staggered lunchtimes: please see the attached table.
- Playtimes will take place in zones: children will not mix between bubbles and will enter/exit the building at different times to minimise contact.
- Designated entry/exit points for drop off and collection.
- Parents will not be allowed to go into the school building. Please email the school office if you have any questions, worries or concerns.
- Children should not bring anything onto the site apart from their lunchbox, pencil case and named water bottle.
- Clean clothes should be worn daily, therefore uniform is not required.
- Children will be asked to wash their hands or use hand sanitiser on entry to the school building and at several key times throughout the day.
- Children and staff will remain in 'bubbles', in their own classroom base and will move around the school as one, limiting contact across the building.
- Where possible, each bubble will access their own toilets. Where this is not possible, toilets will be cleaned at lunchtime as well as at the end of each day.

- Tables will be distanced apart from each other to maintain distancing within an enclosed environment. Windows will be open and where safe to do so and doors will be propped open to ensure rooms are well ventilated.
- In early years and KS1, intricate toys, soft toys, sand and mud pits will not be used. Equipment will be cleaned at the end of each day and will not be shared across groups.
- All children will keep their own stationery and books on their tables/trays.
- Any pupils showing symptoms will not be allowed to come into the school building. Be assured, we won't be routinely taking temperatures on entry though!
- If pupils show any symptoms of Covid-19, new continuous cough, high temperature, loss of smell or taste, the child will be isolated in the sensory room until collected. An adult will supervise them throughout.
- All children will have lessons on basic hygiene to remind them of the 'catch it, bin it, kill it' / cover cough/sneeze messages.
- New, foot pedal, covered bins have been purchased and will be emptied regularly throughout the day; hard surfaces wiped down regularly.
- Signage will remind children, staff and necessary visitors about social distancing guidelines.

The emotional challenges of reintroducing the children into the school environment are as important to us as the physical ones, so these are being carefully considered. Our curriculum has been reviewed in light of the pandemic and throughout the Summer Term, we will be acutely addressing the concepts that may arise as a result of COVID19 through daily P4C sessions, for example loneliness, worry and loss. Other learning will focus on securing key year groups skills in English and Maths, alongside PE as this is beneficial for both physical and mental health. A bereavement team has been established in school to support pupils or staff who may require this. Online learning will continue via Teams for all children who cannot yet attend school. Please be aware that this may look slightly different as staff balance the challenges of full time teaching in school alongside providing home learning.

Thank you once again for your continued support. If you have any question, please do not hesitate to get in touch via the school office. Take care and stay safe.

Best Wishes  
Miss Robinson

Cont.

Bubble	A	B	C	D	E	F
<b>Children</b>						
<b>Age Range</b>	YR/Y1	Y2	Y3	Y4	Y5	Y6
<b>Maximum Children</b>	9	9	8	8	10	12
<b>Staffing</b>						
<b>Staff</b> (supervising learning & breaks)	LK/JO	SP	RT	HW/AN	EC	MT
<b>Direct contact hours</b> (required to be in school by 8.15am)	<b>Mon – Thur:</b> 9.00am - 12pm, 1.30- 3pm  <b>Fri:</b> 9am-12pm, dismiss at 1.30pm	<b>Mon – Thur:</b> 8.30 – 11.30am, 1.00 - 2.30pm  <b>Fri:</b> 8.30am-11.30am, dismiss at 1pm	<b>Mon – Thur:</b> 8.45am – 11.45am, 1.15 - 2.45pm  <b>Fri:</b> 8.45am-11.45am, dismiss at 1.15pm	<b>Mon – Thur:</b> 9.15am – 12.15pm, 1.45- 3.15pm  <b>Fri:</b> 9.15am-12.15pm, dismiss at 1.45pm	<b>Mon – Thur:</b> 9.00am – 12pm, 1.30 - 3pm  <b>Fri:</b> 9am-12pm, dismiss at 1.30pm	<b>Mon – Thur:</b> 8.30am – 11.30am, 1pm - 2.30pm  <b>Fri:</b> 8.30am-11.30am, dismiss at 1pm
<b>Lunch staff</b> (deliver lunch and supervise play)	<b>AP</b> 12 – 1.30pm	<b>CW</b> 11.30 – 1pm	<b>AC</b> 11.45 – 1.15pm	<b>PD</b> 12.15 – 1.45pm (VEW deliver at 12.50pm)	<b>JD</b> 12 – 1.30pm	<b>KW</b> 11.30am – 1pm
<b>Staff PPA/Breaks</b> (additional in order to facilitate online learning)	<b>Friday pm</b> <b>Daily:</b> 12 – 1.30pm	<b>Friday pm</b> <b>Daily:</b> 11.30- 1pm	<b>Friday pm</b> <b>Daily:</b> 11.45 – 1.15pm	<b>Friday pm</b> <b>Daily:</b> 12.15-1.45pm	<b>Friday pm</b> <b>Daily:</b> 12 – 1.30pm	<b>Friday pm</b> <b>Daily:</b> 1.30 - 1pm
<b>Base Arrangements &amp; Social Distancing Movement</b>						
<b>Base classroom</b>	<b>Reception</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>	<b>Y6</b>
<b>Classroom capacity</b>	12	9	8	10	10	12
<b>Door Access</b>	Y1 Door	Hall Door	Y3 Door	Y4 Door	Y5 Door	Y6 Door
<b>Pick up/drop off Times</b>	9.00am - 3.00pm Fri: 9am-1.30pm	8.30 – 2.30pm Fri: 8.30am-1pm	8.45am – 2.45pm Fri: 8.45am-1.15pm	9.15am – 3.15pm Fri: 9.15am-1.45pm	9.00am – 3.00pm Fri: 9.00am-1.30pm	8.30am – 2.30pm Fri: 8.30am-1pm
<b>Entrance/Exit Point</b>	<b>Traveller’s Path</b>  Socially distanced line up on designated area of playground. Staff to be on yard 5 mins before time, supervise and collect. Parents to leave immediately.	<b>Traveller’s Path</b>  Socially distanced line up on designated area of playground. Staff to be on yard 5 mins before time, supervise and collect. Parents to leave immediately.	<b>Traveller’s Path</b>  Socially distanced line up on designated area outside Y3. Staff to be out 5 mins before time, supervise and collect. Parents to leave immediately.	<b>Springwood</b>  Socially distanced line up on designated area outside Y4. Staff to be out 5 mins before time, supervise and collect. Parents to leave immediately.	<b>Springwood</b>  Socially distanced line up on designated area outside Y5. Staff to be out 5 mins before time, supervise and collect. Parents to leave immediately.	<b>Springwood</b>  Socially distanced line up on designated area outside Y6. Staff to be out 5 mins before time, supervise and collect. Parents to leave immediately.
<b>Lunch Eating Space</b>	Base classroom	Base classroom	Base classroom	Base classroom	Base classroom	Base classroom
<b>Play arrangements &amp; movement</b>	<b>Playground section A</b> (R hand side as looking out of Y1)	<b>Playground section B</b> (L hand side as looking out of Y1)	<b>Field section 1</b> (Road side)	<b>Top Grass</b>	<b>Field section 2</b>  <b>Lunch:</b> Eat lunch in classroom first. Exit	<b>Y6 Playground</b>  <b>Lunch:</b> Eat lunch in classroom first. Exit

	<p><b>Lunch:</b> Eat lunch in classroom first. Wash hands in classroom and exit classroom through Y1 door at 12.30pm</p> <p>Re-enter classroom via Y1 door at 12.50pm. use classroom provision for remainder of lunchtime.</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>	<p><b>Lunch:</b> Eat lunch in classroom first. Wash hands and exit classroom through Y1 door at 12.00pm</p> <p>Re-enter classroom via Y1 door at 12.45pm</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>	<p><b>Lunch:</b> Eat lunch in classroom first. Wash hands and exit classroom through Y3 door at 12.15pm. Move via grassed area behind basketball net which should be vacant.</p> <p>Re-enter classroom via Y3 door at 12.45pm the same way.</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>	<p><b>Lunch:</b> Exit classroom through Y4 door at 12.15pm</p> <p>Re-enter classroom via Y4 door at 12.50pm. Ash hands. Lunch to be delivered by VEW.</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>	<p>classroom through Y5 door at 12.20. Move via grassed area behind basketball net which should be vacant.</p> <p>Re-enter classroom via Y5 door at 12.55pm</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>	<p>classroom through Y6 door once children have finished eating</p> <p>Re-enter classroom via Y6 door at 12.55pm</p> <p>Lunchtime supervisor to escort their group at the allotted times.</p>
<b>Toilets</b>	Foundation	Y1	Y2	Y4	Y4	Y6
<b>Cleaning &amp; Hygiene Arrangements</b>						
<b>Classroom</b>	<p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Daily cleaning of continuous provision toys required daily.</p> <p>Deep cleaning Friday pm</p>	<p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Daily cleaning of continuous provision toys required daily.</p> <p>Deep cleaning Friday pm</p>	<p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Deep cleaning Friday pm</p>	<p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Deep cleaning Friday pm</p>	<p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Deep cleaning Friday pm</p>	<p><b>Deep clean 29<sup>th</sup> May</b></p> <p>Daily cleaning, including surfaces, high traffic surfaces i.e. light switches,</p> <p>Deep cleaning Friday pm</p>
<b>Toilets</b>	Daily cleaning	Daily cleaning	Daily cleaning	Twice daily cleaning: lunchtime and end of day.	Twice daily cleaning: lunchtime and end of day.	Daily cleaning

