



BROWN CLEE C.E PRIMARY SCHOOL

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Brown Clee C.E. Primary School

Headteacher: Miss Sue Relph

6th July 2020

Dear Parents,

Full School Opening: Wednesday 2nd September

We continue to plan for a full opening to all children on Wednesday 2nd September and are following the guidance from the Government, as well as working closely with the Local Authority, to ensure that we can put safe operating procedures into place, and organise the school environment so that it is as safe as possible. School will be different in September, but we will be prepared for it – and we will be providing all the necessary information as promptly as possible, as we very much need parents to work with us to ensure that we open in a safe and organised manner. Please note that this is a plan – and things may change between now and September, and also after we open in September, but we will keep you informed at all times.

I have already sent out the Safe Operating Procedures for: Start and End of Day, Playtimes, Lunchtimes, Toilets, Hygiene, Cleaning, Classroom Movement and First Aid.

The government guidance in terms of minimising the risk of spread is as follows:-

Essential measures include:

- *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*

In Brown Clee, these groups will be our classes, and therefore ensuring that the different classes do not mix is a key priority in maintaining a safe environment, alongside robust hygiene and cleanliness procedures.

School Day Timings

The highest risk of 'mixing groups' will be at the start and end of the school day, as this is when the highest concentration of adults and children will be together. Therefore we are having to operate staggered start and end



times for each class. I have already sent the Start and End of Day Procedures out, and accompanying diagrams and I ask that you study them carefully. They can also be found on the school website, under 'Key Info', 'Policies'.

A summary of the timings are here, along with the access/exit route – there are different timings for the first week back and following weeks, to give parents a chance to get familiar with the new routines:-

		Class 1	Class 2	Class 3	Class 4
Week 1 Sep 2 - 4	Start of Day Arrival Window	09:15 – 09:30	08:45 – 09:05	09:15 – 09:30	08:45 – 09:05
	End of Day Collection Time	14:45 – 15:05	15:15 – 15:30	14:45 – 15:05	15:15 – 15:30
Week 2 onwards Sep 7 Onwards	Start of Day Arrival Window	09:05 – 09:20	08:45 – 09:00	09:05 – 09:20	08:45 – 09:00
	End of Day Collection Time	15:00 – 15:10	15:15 – 15:25	15:00 – 15:10	15:15 – 15:25
Access Door (am) / Collection Point (pm)		The Pod / Infant Playground	Infant Cloakroom / Infant Playground	Class 4 Cloakroom / Top Gate	Class 4 Cloakroom / Top Gate

- It is really important that parents ensure children arrive **promptly** and within their arrival/exit window so as not to 'overlap' into the next year groups arrival time.
- We have painted yellow circles at 2m intervals along the pavement and around the playground to indicate appropriate spacing and the children will be supervised to help them until they get used to the routines.

School Transport

- In order to maintain the integrity of class bubbles, we ask where at all possible, that parents do **NOT** use school transport and instead deliver/collect children to school themselves.
- If children absolutely have to use school transport, parents are asked to ensure that children in different classes do not mix whilst waiting for transport in the morning, or after collecting in the afternoons.
- We will be asking the bus companies to ensure that children in different classes sit well apart from each other.

School Lunches

- We will be offering a school packed lunch, which is available for £2.30 or free for infants and children entitled to Free School Meals. These can be booked daily as per normal, and children will place the order during registration in the morning.
- Payment for packed lunches will need to be made using named envelopes via the children.
- Children will be eating packed lunches in classrooms (or outside as a picnic weather permitting) and will need to be able to open packets/containers independently, so please keep things simple!

Curriculum

- We will be teaching our normal school curriculum.
- The summer term key objectives for maths and English have already been incorporated within the school curriculum for 2020-21.
- For any children self-isolating, or in the instance of any class/school closure due to Covid19, the expectation is that the same normal curriculum will be taught remotely as during 'lockdown' but with essential engagement.



Uniform and Equipment

- Children will be required to wear school uniform in September.
- On PE days (teachers will inform parents which days these are), children wear PE uniform to school.
- PE uniform is to include outdoors clothing as all PE will be outdoors. Outdoors PE uniform to include dark, single coloured tracksuit, waterproof coat and training shoes (laces only if child can do up independently).
- Minimal equipment to be brought to school: 1 easy to use bag with reading book, waterbottle, packed lunch (unless having school packed lunch). No book bags please. This is because the cloakrooms are not in use and all equipment is stored under the children's table in class.
- There will be no Forest School in Autumn Term

Staffing

Class	Teachers	Teaching Assistants
Class 1	Mrs Fox (M/T/W/Th) Miss Relph (F)	Mrs Welch, Mrs Godfrey
Class 2	Mrs Morris (M/T/W/Th) Mrs Cains (F)	Mrs Markall, Miss McKelvey
Class 3	Mrs Heath (remote)*	Miss Greenan, Mrs Rollings, Mrs Gennard
Class 4	Mr Harley	Mr Smith, Mrs Davies

* Mrs Heath is currently shielding, and as full shielding guidance is not issued until 1st August, our current plan is that Mrs Heath is the Class 3 teacher, and as such is responsible for oversight, planning and preparation, but lessons will be delivered by Miss Greenan (am) and Mrs Rollings (pm).

- Government guidances states that : *'Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.'*
- In line with the above guidance, we will be keeping Teaching Assistants in fixed classrooms and not moving them between classes.

Wrap Around Care (Care Club)

- We will be able to provide wrap around care to those parents who absolutely need it, but there will be a limit to numbers.
- Wrap Around Care will take place in the hall, with each class having its own section in order to keep class groups apart.
- It will be available from 07:45am to the start of class (which might be later than normal for some children), and up to 17:30 after school.
- Further details will follow.

Extra-Curricular Events and After-School Clubs

- There will be no out-of-school sporting events, or school trips.
- There will be no after-school sporting/activity clubs.

Contingency Plans for Outbreaks

We will be writing plans for the eventuality of being advised to close temporarily.

Please be patient and bear with us as we plan and prepare for September. These are challenging times and there is lots to think about. We promise you that we are doing the very best that we can for our children and families to ensure that we open in September in a safe and welcoming manner. We will continue to keep you fully informed as



we believe that openness and transparency is so important, and as always, you are welcome to contact us with any concerns, worries or questions.

We would like to thank you for your support through the current situation, and we really ask you to help us in September by following the appropriate Start and End of Day Procedures, and for being as understanding and patient as possible. We very much look forwards to the day when we can finally get back to normal, and we can operate in our normal nurturing and welcoming environment.

Yours sincerely,

S Relph

Sue Relph
Headteacher

