*Dear Parents and Carers,*

*We have progressed through some significant milestones: partially closing schools back in March; establishing support for the children of key workers and vulnerable groups; developing home learning and online support and undertaking complex risk assessments to welcome back pupils in Nursery, Reception and Years 1 and 6.*

*Together teachers, support staff, parents and carers have risen to the challenges we have all faced and supported pupils, families and communities with creativity, commitment, and dedication.*

*We are delighted that this week the Government announced further information about its intention that pupils in all year groups will return to school full-time in September.  We have all been planning for this for some weeks.  Each school in our Trust is developing plans for:*

* *All children to return to school full time from the start of the Autumn Term.*
* *Children to be taught by their class teacher wherever possible.*
* *Health and safety expectations to be of the highest standard in line with Government advice and each school’s risk assessment.*
* *Curriculum planning to be informed by an assessment of pupils’ starting points and focused on addressing any gaps in pupils’ knowledge and skills, in particular making effective use of regular formative assessment.*
* *Adapting the curriculum to respond to pupils’ learning needs and providing additional support when required.*
* *Focusing more time on core skills and providing support for all children to recover any lost ground.*
* *Pastoral support for all pupils to:*

*- rebuild friendships and social engagement*

*- address and equip pupils to respond to issues linked to coronavirus (COVID-19)*

*- further improve their physical and mental wellbeing*

*The plans developed by each school have been considered in the context of this recent National policy and can now be shared with you all.*

**The following are Bathford Church School’s plans for the summer holiday period:**

* New website to be launched before summer holidays to include updated pages for new classes to support transition, information about available support services and information about September.
* Current class teachers available online on Teams/Dojo on **Monday 20th July** for any queries that children or families might have.
* Future class teachers (which will be the same as current for future Year 3,4,5 and 6 children) available online on Teams/Dojo on **Tuesday 1st September** for queries children or families might have about returning to school.
* External provider to potentially offer summer sports/play camp running on Bathford site, depending on results of parent questionnaire previously emailed to parents. If it is not possible for the provider to run this summer provision, parents will be signposted to alternative holiday provision available at other sites.
* The school e-mail – office@bathford.bwmat.org - will be monitored on a weekly basis throughout the summer period, so please do get in touch if you have any concerns or are in need of support.
* An optional whole school summer challenge menu to be available to all children on Teams on their current year group pages.
* A ‘catch-up’ information page to be available on Teams signposting parents to useful resources.

**The following are Bathford Church School’s plans for September:**

Children in all year groups will return to school full-time on **Thursday 3rd September**. Tuesday 1st and Wednesday 2nd September are INSET days.

As previously communicated, children will be taught by the following class teachers:

|  |  |  |
| --- | --- | --- |
| **Year Group** | **Class teacher** | **Classroom** |
| R | Miss Fairclough | Current Yr R |
| 1 | Mrs Morcom/Mrs Hinde | Current Yr 1 |
| 2 | Miss Lawton | Current Yr 2 |
| 3 | Dr Emmett | Current Y3 |
| 4 | Miss Burgin | Current Y4 |
| 5 | Miss Baily | **Current Y6** |
| 6 | Mrs Casey | **Current Y5** |

\*Please note that Year 6 will be in the current Year 5 classroom and Year 5 in the current Year 6 classroom\*

**Transition**

* On **Wednesday 15th July** the current Reception and Year 1 children will be able to meet their new teacher for an **extra transition session** (in addition to their existing two days.) If your child is in either of these year groups then you were sent an email asking you to book in for this session.
* During the final week of this term, the Year 2,3 and 4 Wednesday class meeting will focus on activities to support transition and Year 5 will do the same during their Thursday/Friday sessions.
* On **Wednesday 2nd September** the new Reception children and children who are joining the school in other year groups will be invited in for a one-hour transition visit, to give them the opportunity to meet their new teacher. If this is relevant to your child, then you will receive a further email with more information.

**Minimising contacts and maintaining distancing**

* Children will stay within their class-sized groups all day and will be kept apart from other groups, where possible.
* Older children will be encouraged to keep their distance and not to touch staff or peers but it is not expected that younger children distance within their group.
* Classroom layouts will be adjusted to minimise face to face contact, with older children seated side by side and facing forwards and any group tables for younger children organised such that children facing each other are distanced.
* Windows and doors will be open wherever possible, with due regard to fire regulations - key fire doors automatically release when the alarm is activated. This will increase air-flow and reduce the risk of cross-infection from door handles.
* Children will receive regular reminders of rules (e.g. lining up, use of toilet, moving around classroom and school, use of playground) and positive adherence to these rules will be linked to our school behaviour system and Class Dojo.
* The school corridor has been marked out with lines on the floors at 2 metre distances, to help older children keep distanced as they move around in single file.
* Playtimes and other movements around the school will be carefully planned so that there will be minimum interaction of different groups, even those that may be using outside areas at the same time. Lunch and break times will be staggered with a maximum of three groups outside at one time and kept separate on the grass, playground and manor area. Children will use different entry and exit points to avoid mixing in the corridors.
* Staff (including Planning, Preparation and Assessment (PPA) teachers and Teaching Assistants) can work across different groups but will be expected to keep their distance, where possible, avoiding face to face contact.
* 1:1 support will still be provided where necessary, with staff avoiding close face to face contact by positioning themselves side to side and minimising the time spent within one metre of anyone where possible.
* Any intervention groups, PE coaching or specialist teaching will take place in large, ventilated spaces or outdoors and will not mix class groups.
* Controls will be in place to reduce contacts within and across groups, e.g. contact sports or games will not be permitted, outdoor play equipment which cannot be easily cleaned will be out of bounds (e.g. Trim Trail, castle), resources will not be shared between groups, any individual play items, such as skipping ropes, hula hoops etc. will not be shared and will be cleaned before re-use, children will be given individual stationery, wipeable plastic cushions will be used to sit on in place of rugs in KS1, etc.
* There will be no whole school physical gathering such as koinonia (assembly) and this will be delivered through Teams to classrooms instead.
* Staff will continue to attend meetings, such as staff meetings, virtually (via Teams) where possible.
* There will be as much outdoor education as possible.
* Children will be allowed to bring home reading books and these will be cleaned/quarantined on return
* Teachers will mark children’s books, washing hands regularly, although verbal feedback will also be used as much as possible.

**Staggered times, entrances and exits**

* In order to reduce the number of people on the school premises at any one time, there will be a staggered drop off and pick up time with allocated entrances/exits for each year group. See below for more details.
* Children should be accompanied to and from school by only one parent/guardian per family.
* Please walk, cycle/scoot to school or park at a good distance from the school.
* We ask that you endeavour to arrive on the school playground at the allocated time, as a staff member will be at the drop-off point for 10 minutes only. After this time, your child will be late and will **need to go to the office.**
* Year R children arrive at 9am (9.15 on Thursday 3rd September) and can be picked up at 3.15pm. The entrance for this group is through the Birdcage Walk gate and drop off at the bottom of the pond path, where a member of staff will be sending them up to their class. Parents can wait for children, socially distanced, in the playground at the end of the day.
* Year 1 children arrive at 8.40 and can be picked up at 3.00. The entrance for this group is through the Dovers Park gate and drop off at the bottom of the pond path, where a member of staff will be sending them up to their class. Parents can wait for children, socially distanced, in the playground at the end of the day.
* Year 2 children arrive at 8.50 and can be picked up at 3.05. The entrance for this group is through the Birdcage Walk gate and drop off at the bottom of the pond path, where a member of staff will be sending them up to their class. Parents can wait for children, socially distanced, in the playground at the end of the day.
* Year 3 children arrive at 9.00 and can be picked up at 3.15. The entrance for this group is through the Dovers Park gate and drop off at the bottom of the decking steps, where a member of staff will be sending them up to their class. Parents can wait for children, socially distanced, in the playground at the end of the day.
* Year 4 children arrive at 8.50 and can be picked up at 3.05. The entrance and exit for this group is along the driveway path to Year 4’s outside door.
* Year 5 children arrive at 8.50 and can be picked up at 3.05. The entrance for this group is through the Dovers Park gate and they can walk along the balcony to their classroom, socially distancing.
* Year 6 children arrive at 8.40 and can leave at 3.00. We are anticipating that the majority of Year 6 will come into school independently. The entrance and exit for this group is through the Birdcage Walk gate and they can walk along the balcony to their classroom, socially distancing.
* If you have children in more than one class, you can drop both of them off at the earlier time and we will endeavour to send them both out at the earlier time, to avoid parents having to wait.
* When waiting, please keep a distance of at least 2 metres from other families. Please hold younger children’s hands, so that they do not run around and play, or access the decking area, but stay distanced, like you. They must not play on any equipment whilst waiting. Your child will be brought out by an adult and handed over to you. Please leave the school premises as soon as you have dropped off or collected your child, to allow good distancing for the next group. Gatherings in the playground or at the school gates are not allowed under current laws. If you need to speak to someone in the school office, please telephone from home or email/use Teams/Dojo/Tapestry. It will not be possible to allow adults into the school without a pre-arranged appointment.
* Please ensure your child brings everything they need with them in the morning, as this will ensure parents are not re-visiting school unnecessarily to drop off forgotten items.

Please see the attached map for further guidance.

**What to wear and bring to school**

* Please send children in school uniform.
* Children should not bring their PE kits but should come to school ‘PE ready’ on PE coach days, e.g. already in PE kit and trainers, in order to minimise risk associated with changing clothes in close proximity. Further details of which days your child will have the PE coach will be sent out in September.
* Children should only bring these essential items to school: coat, jumper, lunchbox, bag/reading folder, reading book, named water bottle, sun hat if appropriate. Children should not bring in other items, for example for ‘Show and Tell.’ In the event of sunny weather, please apply all-day sunblock to children, as we will not be able to apply sun cream in school. Please note that windows and doors will be open wherever possible, so a jumper is highly recommended.
* Please ensure any medication your child requires is given to the school office with the completed medicine parental agreement (see attached)
* Children’s belongings will be kept on pegs or in their places.
* Please do not bring allow children to bring in pencil cases or toys.

**Lunch times**

* Our kitchen will be open, although it is currently being determined whether we will be able to provide a hot meal or whether this will be a packed lunch.
* As part of the Universal Free School meal scheme, lunch will still be provided free to all Reception and KS1 children. KS1 children may choose to bring a lunchbox from home.
* If hot meals are provided, KS2 children may choose a hot meal or may bring a lunchbox from home.
* KS2 children will need to bring a healthy snack for morning break, KS1 children will have fruit provided.
* Water fountains around the school have been turned off.
* All children need to bring a named water bottle to keep on their desk.
* Packed lunches will be eaten in classrooms. If served, hot lunches will be eaten in the hall with staggered lunch times and groups separated through distancing. Hall supervisors will place trays at tables, ready for children, so they do not need to queue. Tables will be cleaned between each group.

**Hygiene**

* Please send children to the toilet and ensure they wash their hands before coming to school.
* Children will wash their hands on arrival, before departure, after toileting, after every break and before and after lunch time. Younger children will be monitored when hand washing.
* There will be staggered toilet use and every year group will have their own designated toilet. Children will be instructed to wait outside toilets if their cubicle is in use.
* We have good supplies of liquid soap, hand towels and tissues and have turned our hand dryers off.
* There will be regular hygiene reminders with regards to handwashing for at least 20 seconds with soap and running water or hand sanitiser, as well as ‘catch it/bin it/kill it’ and signage around school.
* The guidance for schools states that, “Wearing a face covering or face mask in schools or other educational settings is not recommended”. Some members of staff may choose to wear a face covering, but guidance stipulates this is not a requirement. We ask that younger children do not bring PPE into school, as the guidance for schools states “Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission”. If children come to school wearing face coverings, the guidelines will be followed as to how they should be removed.
* Staff will wear PPE when administering any first aid or personal care to pupils.

**Health and First Aid**

* Children and staff who exhibit **any Coronavirus symptoms** (a new continuous cough or a high temperature or a loss of or change in their normal sense of taste or smell) **should not** attend school.
* Children who fall ill with Coronavirus symptoms will be taken to an isolation room where they will be observed until they are collected.
* The usual rules would then apply of 7 days’ isolation for the child and 14 days for the rest of the family.
* Siblings will also be sent home and will need to self-isolate for 14 days.
* Parents/carers will need to book a test if children are displaying symptoms.
* If a child tests negative, they can return to school.
* If the test is positive, children need to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and continue to self-isolate for at least 7 days from the onset of their symptoms and only return to school if they do not have symptoms other than a cough or loss sense smell/taste because these can last for several weeks after the infection has gone. If they still have a temperature, they should keep self-isolating until their temperature returns to normal. Parents will need to engage with the NHS Test and Trace process.
* If a child tests positive, then every other child in their group and the adults working with them will also have to enter 14 days of isolation. Should they develop symptoms, then their families will also have to enter isolation. The same rules would apply to an adult who has been working with your child’s group: If they test positive, then all members of the group will have to follow isolation guidance.
* A record will be kept of visitors and the staff and children that they have had contact with.
* We have a number of trained first aiders in school, including Mrs Hayter who has recently undertaken 2 day paediatric first aid training.
* Staff will take a first aid kit with them, containing PPE, at playtimes to avoid the need for staff and children to return to the school building.

**Cleaning**

* We have increased the number of hours our school cleaners, Imperial Cleaning, are working, including cleaning staff coming in over the lunchtime period.
* All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned often and thoroughly. For further information regarding the Government guidance around cleaning, go to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
* A deep clean will take place during the summer holidays to ensure that all classrooms are clean for the children’s return.

**Wrap around care**

* We intend to resume breakfast and after school club but have had to make some adjustments to our previous offer to minimise the mixing of groups.
* Unfortunately, we will no longer be able to offer the flexibility of the 4pm late club because this would result in inconsistent groups of children.
* In order to create consistent groups, we may need to restrict numbers and therefore initially will only be taking booking requests from families requiring a minimum weekly commitment of 3 after school club sessions or 4 breakfast club sessions. If this applies to you**, please complete a booking form** and **return it to the school office by Monday 13th July**. Priority will be given to families where both parents are keyworkers, single parent keyworkers and parents requiring 4 after school club sessions per week or 5 breakfast club sessions per week.
* We will be in touch before the end of term to advise whether we are able to offer you a space.
* We would recommend that new Reception children wishing to come to wrap around care do not start until **21st September**when they are in school full-time but please do complete the attached form so that we can include your requirements in our planning.
* Breakfast club provision will take place in the hall, with the space divided into two zones. Each year group will have their own table for eating and box of resources for play. These resources will be cleaned at the end of each session. The Yr R-2 tables will be in one half of the hall and the Y3-6 tables will be in the other half of the hall. Due to children needing to stay in a restricted space, **breakfast club hours will begin at 7.45am** and will run Monday to Friday, during term time
* After school provision will take place in two groups Yr R-2 and Y3-6. Y3-6 will be in the ICT suite (staff to wipe tables/ keyboards before use) and some of the club time will be spent doing homework. Yr R-2 will be in the hall. After School Club will run from 3.15pm to 6pm every day **EXCEPT FRIDAYS**.
* Where possible, children will be taken outside.
* Breakfast club parents will need to drop off children at the hall outside door, where a member of staff will greet the child. Parents will not be able to enter the school.
* After School Club parents will collect Yr R-2 from outside the hall door and Yr 3-6 from the external ICT suite door.
* The government is encouraging parents to limit the number of settings their child attends in order to prevent the mixing of groups.

**Remote learning**

* For any children who are unable to return to school due to a local outbreak or self-isolation, Teams will be used to support home learning. It might be possible and appropriate to live stream lessons from school.
* Our remote education support is under review and a plan being put in place such that we are able to offer high quality remote education in the event of local lockdown. We appreciate an area for development includes marking and feedback.

**Well-being, Curriculum and Catch Up**

We fully appreciate that for many families, particularly for those whose children have not been able to return to school this term, the return to school after such an extended time away may be challenging and children may well be anxious about returning.

* We recognise that children may have significant social and emotional needs after this period of lockdown. We will be planning lots of Thrive activities to support well-being and reduce anxiety. We are also using ‘Anxiety Gremlin’ resources to support work with children on anxiety. Teachers will build in opportunities to build relationships, build community and encourage learning behaviour.
* We will prepare social stories for the children, which will include photographs of the school, their teachers and their classrooms, explaining some of the routines and organisation. These will be emailed to you by the end of this term for you to share with your children.
* We will also prepare a welcome back video which will be added to the new website by the **24th August.**
* Nearer the time, here are some things you can also do to prepare your child for the return:
* Talk to them about what they are looking forward to when they return to school. It might be seeing friends, having playtime with others, or a favourite lesson.
* Get up and dressed in time for the start of the school day, have lunch at school lunchtime.
* If you think your child might struggle with the separation, practice mini separations during the day at home to help prepare for saying goodbye when it comes to returning to school. For example, leave them to play in their room while you complete tasks in another room – start by doing just 5 minutes, then 10, then 15, and so on, aiming for the ability to play alone for 30-minutes without needing an adult.
* Our staff team are working closely together to identify and plan for potential learning gaps. We will also update you next term with how we intend to use any additional government funding to support children.

Thank you, as always, for your support during these challenging and quickly changing times.

Best wishes,

 