



Leppington, Birch Hill, Bracknell, RG12 7ZX
Headteacher: Michael Dillon B Ed (Hons) MA

Wednesday, 27 May 2020

Dear Parents/Carers,

COVID19 Re-opening Plans

I hope you are all well and coping with the lockdown as best as possible. I know how difficult it is for many families. It has been lovely over the last few weeks to hear about the ZOOM calls and see the children's home learning messages.

As you know, we have been open to Key Workers and vulnerable children throughout the lockdown and the Government has announced plans to begin to open further year groups from the 1st June. The final decision is likely to be announced on 28th May. The Government has made it clear that the priority should be existing Key Worker and vulnerable children, then the early years (Nursery, Reception and Year 1) and then Year 6.

In drawing up our plans, everyone's safety is our first priority. Therefore, after carrying out our risk assessment; considering your responses to the survey; talking to staff; taking advice from the Local Authority and Unions, we have decided to do this in a series of phases.

These plans are subject to change in response to Government announcements and any updated risk assessments. This will allow us to ensure everything is as safe as possible.

I would encourage you to read the schools' FAQs alongside this letter and I have also included links to the latest Department for Education (DfE) guidance.

We will continue to open for Key Worker and vulnerable children, as we have been doing, on a full time basis (Monday-Friday). If you are a Key Worker, or have a vulnerable child (have a named social worker or EHCP), and are not attending school, please email secretary@birchhillprimaryschool.co.uk to enquire about a Key Worker place.

For parents who are currently accessing the provision, please see separate letter.

We will use the week beginning 1st June for training and preparation for more children coming in. We are still waiting for PPE equipment and signage to arrive and to complete our risk assessment. For named year groups (Nursery, Reception, Year 1 and Y6) we will start with Phase 1. During the week beginning **8th June** we will transition children in. Please see the timetable below. We will open more 'bubbles', each with a maximum of 15 children, as demand increases in Reception and Y1. We will open each new bubble starting at the beginning of the week, as it will take a few days to set up.

All children will need a permission letter to confirm a place.

We hope to offer places in Y6, but unfortunately, we can not confirm a time for this as we need to give priority to Key Worker and vulnerable children, then Nursery, Reception and Y1.

We will be open 4 days a week, Monday – Thursday. While I understand this may cause parents childcare difficulties, this will allow us to give the school a thorough clean every Friday. It will also allow teachers time to plan for the following week, attend staff meetings and training. Our normal routine for covering teachers is not possible as staff can not go into each other's bubbles.

If your child is in Nursery, Reception, Year 1 or Year 6 please complete the survey by using the link below by 9:00am Tuesday 26th May. Permission letters will be sent out as soon as possible. We can only offer 15 **full time** Nursery places. Please note on the first session, this will be a half day morning to help with transition.

LINK

We may not be able to offer places to everyone who wants one and you must wait until you have a permission letter before you attend school.

Re-opening Timetable

Week beginning 8th June

Monday 8th	Keyworker children (those already in school)	Year 1 class – 15 pupils
Tuesday 9th	Keyworker children (those already in school)	Year 1 class – 15 pupils
Wednesday 10th	Keyworker children (those already in school)	Year 1 class – 15 pupils Reception class – 15 pupils
Thursday 11th	Keyworker children (those already in school)	Year 1 class – 15 pupils Reception class – 15 pupils Nursery class – 15 pupils (morning only)
Friday 12th	Keyworker children (those already in school)	No Year Nursery, Reception or Year 1 children

We will be reviewing our offer after the first 2 weeks and will let you know if we are able to open up more bubbles.

What will it be like for my child at school?

When your child comes to school, they will be working with no more than 15 children, 1 teacher and a teaching assistant. This will be their ‘bubble’, which they will stay with until the end of term. The teacher will not necessarily be their normal teacher. They will be asked to use social distancing as far as possible; however, with small children we know this will be difficult to guarantee. We will do our best to ensure children in one ‘bubble’ do not mix with other ‘bubbles’. There will be signs around school to remind the children.

If your child is offered a place, they will be expected to attend school for 4 days a week, for the whole day, in Birch Hill uniform. We will be asking different year groups to start and finish at different times, but you will be advised of your time slot when you get your permission letter. Only **one** parent/adult can deliver and pick up your child. When you arrive, you will be expected to use the main gate at the front of the school. We will be setting up a queuing system so that you can drop your child at the gate. Parents/adult will not be able to come on to the school site. Please ensure that your child is settled and ready to come into school. Staff will not be able to comfort them in the usual way. If they are upset or unsettled we will ask you to remain with them until they are ready to come on site.

When you pick up your child, you will be able to enter the site by the main gate at the front of the school in a queue using the 2m social distancing rule. We will operate a one way system. When you reach your child’s classroom, the teacher will dismiss your child and you should then leave using the gate by the year 6 classrooms.

We will have some extra rules that the children must follow and will become part of our Behaviour Policy. These will include; washing hands regularly , staying within designated areas, not going into different 'bubbles' and keeping to social distance rules. You will receive a copy of these with your child's permission letter.

During the first week (beginning 8th June) children will need to bring their own packed lunch. The school kitchen will be open from 15th June and the menu will be shared with you. Children will then be able to order lunch in the normal way. If you normally pay for a school lunch, the cost will be £2.30 and will need to be pre-booked. Children in the infants (Reception, Year 1 and Year 2) will be offered a free school dinner as usual. Children can bring their own packed lunch if you would prefer. Food will be brought to the classroom, where children will eat their lunch. There will be no milk or fruit available so if you want your child to have a snack they will need to bring their own. Children must bring in their own water bottles.

Children will be required to wash their hands when they enter the building, especially after playing outside, after going to the toilet, before eating and at regular intervals during the day.

Classrooms will look very different; less resources and toys as we try to limit equipment that is handled. Children will sit alone at desks and be required to use the same pens, pencils and other equipment every day. We will provide equipment. Children should not bring any toys, teddies or comforters from home. There will be no assemblies to reduce the numbers gathered in one place. Playtimes and lunchtimes will be staggered and when the children are outside, they will be restricted to zones. Each class (bubble) will have a designated zone. There will be limited access to play equipment and the climbing frame will be out of bounds. Children will be required to use sun cream if it is hot and this will need to be applied by the parent before school. If this needs to be reapplied then the child must do this themselves.

Classrooms and equipment will be cleaned throughout the day at regular intervals and on Friday each classroom will be cleaned.

During the rest of this term there will be no breakfast or after school clubs.

When can my child come to school?

Your child can only come to school when you have a permission letter.

They must not come to school if they have a temperature or cough. Children aged 5 and over will be able to get a test from 1st June. If the test comes back positive, the whole 'bubble' will need to self isolate.

Home Learning

Home learning packs will continue to be produced in the same way. As the number of children increase at school and more teachers are required, we may not be able to do Zoom Meetings, weekly videos and the level of feedback we are currently providing.

Will school reopen to all children for the last four weeks before the summer holidays?

At this stage we do not know. Our focus is to continue to offer Key Worker and vulnerable children places along with re-opening for the named year groups. We will keep you updated with any government announcements.

If you have any questions regarding these plans please do not hesitate to contact the office.

Kind regards

Michael Dillon