**Coronavirus (COVID-19): School reopening arrangements letter to parents**

Dear Parents and Carers,

I am writing to you in order to update you with our current plans for reopening to all pupils in September. Our risk management plan has been approved, so I will be sharing key details from this document that you need to be aware of. Please note that further government guidance is due to come out in August and there may be a need to make further adaptations. If this is the case then we will let you know. On September 1st, I will share with you the updated PowerPoint on the website about the new procedures, so that everyone can be clear before the return for pupils in Y1-Y6 on Thursday 3rd September. Please note that children in the new EYFS cohort will have separate starting dates as outlined in the guide.

**Bubble groups**

From September, the current plan is for children to be in year group bubbles. This means that children will be separated from other year groups during break/ lunch times. This will also mean changes to the existing timetable with different break/ lunch times. Where possible, we will keep the same staff working across the year group bubble. However, there will be some staff that will need to work across several year group bubbles.

**Maintaining a safe school environment**

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

* Displaying coronavirus infection control measures information posters around the school
* Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  + Before leaving home
  + On arrival at school
  + After using the toilet
  + After breaks and sporting activities
  + Before food preparation
  + Before eating any food, including snacks
  + Before leaving school
  + At regular intervals throughout the day
* Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
* Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
* Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
* Telling staff to stay at home and arrange for a test if they develop symptoms of coronavirus. If positive, the bubble will close for 14 days
* Providing staff training on PPE, rubbish disposal, mental health and well-being
* Encouraging staff and children to wear clean clothes on a daily basis

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

In line with the current NHS and government advice, you should keep your child at home and arrange for a coronavirus test if they develop coronavirus symptoms. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child’s household has symptoms, you should apply for a coronavirus test. Your child must self-isolate for 14 days (if the result is positive) from the day the other person’s symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 0118 467 6720at the earliest opportunity. The bubble group and staff in the group will then quarantine for 14 days if there is a positive test result.

**Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:



Entrance and exit will be via the normal main gate on Hodsoll Road. At the start of the day, each family should wait on the dots and then move to the next dot as the next family moves forward. The dots are on Hodsoll Road only. In the event of the queue extending beyond Hodsoll Road, families should queue on the school side of Great Knollys Street.

We will not be able to allow any parent to enter the site and your child will need to walk and enter the classroom door to their bubble room. The only exception to this would be for children in the EYFS cohort at the start of the academic year. **Unfortunately, we will no longer have cycle/ scooter storage available on site.**

Start and finish times will also be staggered. It is essential that families arrive on time for the drop off and collection arrangements relevant to their year group. For families with siblings in multiple year groups, they should arrive at the cross over time between the two bubbles (e.g. 8:55 if children are in Y1-Y6). If you have a child in Reception and another year group, we will be happy to discuss with you in the first week back about the best time to arrive at school.

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| **Year Group** | **Arrival Time:** | **Collection Time:** |
| Reception | 9:15am | 3pm |
| Year 1 | 8:55-9:10am | 3:10pm |
| Year 2 | 8:55-9:10am | 3:10pm |
| Year 3 | 8:40-8:55am | 2:50pm |
| Year 4 | 8:40-8:55am | 2:50pm |
| Year 5 | 8:40-8:55am | 3pm |
| Sensory Room | 9:15am | 3pm |

At collection time, please wait on the spots outside the gate and you will be called forward to collect your child from the gate.

**Arrangements for break times and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

Break and lunchtimes will be staggered throughout the day. Each year group bubble will have an allocated area of the playground to play in. Children will not be allowed to play contact games such as tag.

Children who have school dinner will be provided with a hot meal (if ordered in advance on the Tucasi system) by our catering company- Crumbs. They will go to the hall to eat their meal. There will be a maximum of two year group bubbles (kept apart) at any one time in the hall. This will be cleaned between use. Children who bring in a pack lunch will eat in their classroom. The pack lunch will need to be stored under their table alongside their school bag.

No equipment from home should be brought into school. On P.E. days, children should arrive and stay in their P.E. kit for the duration of the school day.

Year group bubbles will not be allowed to mix with other year group bubbles during school time. Each year group bubble will have their own separate toilet and sink to use.

**The school day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

The classrooms have been remodelled and children will sit in rows. They will have an allocated seat and space. We will attempt to space the children out as much as we can. We have removed and stored all other furniture.

Children will have their own individual pack for personal equipment e.g. pencils, books etc.

Movement around the school will be limited as children stay in their own bubble. Assemblies will happen virtually.

**Before and After School Club- Go Beanies**

This is currently planned to begin again in September. Accompanying this letter is information from Go Beanies about their booking process.

**School events**

We will not be planning to run any school events during the Autumn term. This will then be reviewed for the Spring term.

**School clubs**

We will not be planning on running any clubs during the Autumn term. This will then be reviewed for the Spring term.

**School trips**

We will not be planning to run any school trips during the Autumn term. This will then be reviewed for the Spring term.

**Support for pupils and families**

**Support with food**

* ReadiFood is an independent Food Bank providing food parcels to those in severe need. It is located near Morrisons <https://readifood.org.uk/>
* The faith organisation can also support with food parcels. Call 01189872672

**Support with clothing**

* The Cowshed is a charity which provides support to people of all backgrounds in a time of personal crisis. The aim of The Cowshed is to provide good quality cleaned and ironed clothes and other essentials free to anyone in need <https://www.thecowshed.org/>

**Reading Voluntary Action**

* Reading Voluntary Action provides support for families in reading, they can also signpost to other agencies to help children and families overcome difficult times: <http://rva.org.uk> T: 0118 937 2273
* Reading Voluntary Action News recently published an article and guide on how to support victims of domestic abuse during lockdown. <http://rva.org.uk/article/safeguarding-resource-safely-asking-about-domestic-abuse-during-coronavirus/>
* SAFE plan to expand their services in Reading. These would be referrals for children and young people (ages 5-18) who have been affected by crime and/or high-level bullying. <https://www.safeproject.org.uk/youngPeople/about-SAFE.php>. Contact Reading Voluntary Action for further support

**Support for families**

* First days charity are offering families in financial difficulty who are experiencing increased pressure support.   
  <https://www.firstdays.net/emergency-toiletries>
* Home start Reading offer support to parents who are overwhelmed by their difficulties. <https://www.home-start-reading.org.uk/>

**Mental Health**

* Information for a parent or carer who is concerned about the mental health of their child or teenager. <https://www.minded.org.uk/>
* How to support your child if they are feeling anxious about coronavirus <https://youngminds.org.uk/media/3695/how-to-support-your-child_corona.pdf>
* A mental health charity offering support to young people and their families. <https://www.annafreud.org/on-my-mind/self-care/>

**Safeguarding, Child Protection & Emergencies**

**If you concerned about the safety of a child, you must contact:**

[**Brighter Futures for Children**](https://brighterfuturesforchildren.org/concerned-about-a-child/)**:**

The Children’s Single Point of Access is where to raise a concern about a child (pre-birth to 18 years old) in Reading.

Phone: 0118 937 3641 (includes out of hours contact details)

Email: cspoa@brighterfuturesforchildren.org

**If a child is in immediate danger call the police on 999.**

**Alternatively, you can contact the NSPCC:**

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Call: 0808 800 5000

**The school operate an emergency line during the summer break:**

Emergency line: 07500 126 611

Yours faithfully,

Mark Wieder

Head of School