



School re-opening school to Reception, Year 1 and Year 6

21.05.2020

Dear Parents/Carers,

Thank you for confirming with school that you wish your child to return to school after the May half term.

Following the Government's announcement asking schools to re-open for specific year groups from 1st June, we have made a plan as to how this will take place. This plan has been developed following DFE guidance and through consultation and agreement with the Local Authority.

- The local authority has set **Monday 1st June** as an INSET Day and so school will be closed (this includes a closure to keyworker children). This will allow us to ensure our control measures are adequately in place.
- Children in **Reception, Year 1 and Year 6** will attend school **Monday – Thursdays**. (Tuesday – Thursday for the first week)
- School will be closed to **Reception, Year 1 and Year 6** children **every Friday** in order for additional cleaning work to take place and to enable staff to plan home learning for all year groups.
- Children classed as vulnerable and children of key workers will continue to attend **Monday – Friday** as normal.
- Children will be put into groups known as 'bubbles' of no more than 10 children. The children will stay with their bubble throughout the day and will not mix with children from other bubbles at any times during the day, this includes, playtimes and lunchtimes. The same members of staff will be with them for the four days also. (This may not be your usual child's teacher or classroom)

We ask you to follow the following procedures:

- Adhere to the one way system when entering and leaving the school site.
- Social distance from other people on school site.
- Only one parent to bring their child/children on to the site.
- Ensure children arrive between 8.40am and 9.00am.
- Adhere to our queuing system (marked out with tape) to escort your child/children to their usual gate where a member of staff on duty will direct your child into the school building.
- Please leave the site immediately after dropping off your child/children this will minimise the number of people on site at one time.
- At the end of the day there will be staggered finish times as follows. To minimise the number of people on site, please ensure you collect your child/children at the specified times,
Reception: 2.30pm, **Year 1:** 2.45pm, **Year 6:** 3.00pm and **children classed as vulnerable and children of key workers** at 3.10pm. Please collect from the same gates you dropped them off at in the morning and queue on the social distancing tape. Your child will be brought to you. We ask for your patience, as this may take longer than the normal collection routine.
- Do not enter main reception unless necessary – only one person allowed at a time, please queue up on the tape.

- Year 6 may come to school and go home on their own if you wish.
- School meals will be provided as normal but children can bring a packed lunch if they prefer.
- The Sandwell Road gate will be closed between 9.00am and 2.25pm in order to minimise the number of people on the school premises.

In order to keep everyone safe:

- A Covid-19 Risk Assessment has been put in place to protect the pupils, parents and staff of Rakegate.
- Children and staff will wash their hands regularly throughout the day and especially: on arrival at school, after going outside, after using the toilet, before and after eating, after coughing or sneezing.
- Children will be socially distanced and have their own work station and resource packs in the classroom.
- Any resources used will be cleaned after use.
- Classroom door handles will be cleaned at the end of each lesson.
- Hand sanitiser and soap will be readily available in each room and tissues will be available for all.
- Children will be kept in their bubble and will not mix with children out of their bubble.
- If a child becomes ill, they will be immediately isolated from the rest of the bubble until a parent can be contacted to collect them.
- Regular cleaning will take place every day.

We ask that you support us with keeping children safe by:

- Ensuring that they have a clean uniform every day. Children to wear their PE tops. No school tie.
- Ensuring children wash their hands 20 seconds before coming to school and when they get home.
- Sending your child(ren) in shoes suitable for outdoor PE and activities.
- Not sending children in with any resources from home (No book bags or reading books)
- Send in a filled water bottle for them to drink from throughout the day. This will be sent home each night for cleaning.
- Reinforcing with them the importance of regular handwashing and social distancing.
- Not sending your child(ren) to school if they are unwell or displaying any symptoms of Covid-19.

We will not send out any paper letters, all communication will be done through Marvellous Me, Facebook, Twitter and the school website. If you wish to communicate with us, we would prefer you to do via phone or email if possible rather than face to face meetings.

We will not be accepting any cash so ask that all payments are done: through Sims pay, over the phone by card or through card or contactless at the office.

It is vital that we can contact you immediately if your child is unwell so please ensure we have your current phone numbers and emergency contact numbers.

This plan may be subject to change if we are asked to take more year groups. If there are any changes, we will inform you as soon as possible.

At present, this is just a plan and the government have stated that they will not make their final decision until 48 hours before 1st June so please watch the news updates.

School will be closed during May half term so if you have any questions or need any points clarifying please email during the week or contact school on Monday 1st June.

Yours sincerely,

Mrs Horton
Headteacher

