



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Friday 19th June 2020

Phased Re-opening of Meadgate Primary School for Year 2 Pupils – Monday 29th June 2020

Dear Parents/Carers of children in Year 2

I am writing to you following my letter before half term about the reopening of the school to other year groups. We are now in a position to inform you about the arrangements that we have put in place for the phased reopening of our school for year 2 pupils. This will be over two consecutive days, Monday and Tuesday (Red Group) or Thursday and Friday (Blue Group). We are able to offer places to year 2 pupils as we have created capacity within our staffing team. Ms Meager will be working with the Monday and Tuesday pod while Mrs Pietersen will work with the Thursday and Friday pod.

Ms Meager's pod will be children with surnames M - Z

Mrs Pietersen's pod will be children with surnames A - L

Please note that on Wednesdays teachers will be working on planning, supporting those children not returning to school, updating class website pages with work for all year groups, looking after keyworker children, responding to parent emails, undertaking welfare checks and planning lessons. Alongside this there will be a thorough clean of resources in preparation for the next 'pod'.

Procedures in school

Each class will be split into two groups of no more than 15 children in each class. This will allow us to try and meet the **social distancing guidelines** and will allow us to have fewer children in a classroom at any one time. Please note that trying to social distance young children is practically impossible. We will, however, remind the children of what they need to do but we will not be able to keep them two metres away from each other all of the day.

The pupils in each year/colour group will sit at the same desk, in the same room with the same group of pupils every time that they attend school. These 'pods' will not mix with other 'pods' throughout the school day and they will be taught by the same adult.

The national curriculum and early years curriculum will not be followed in the same way as we have to abide by the guidance of social distancing and strict hygiene measures. We intend to provide plenty of outdoor activities mixed with different types of learning and games. The children will have their own stationery provided for use in the class. There will be a staggered break and lunch times and free play will be restricted with designated areas arranged for each 'pod'. Children are requested not to bring pencil cases, notebook etc from home to reduce home-school transmission.

The school will be cleaned thoroughly at the end of each day as well as during the day. Regular handwashing and disinfection of high contact areas will take place throughout the day.

Procedures around arrival and departure

Only **one** parent is to drop off and collect their children. Families will be asked to follow clearly marked routes to a designated drop off and collection point. Please use the Mascalls Way entrance. Please note that parents will not be allowed to park in the school car park. We will be reinforcing this and parents are asked not to enter the school building. If you have younger children with you please ensure that they are in a push chair. They will not be allowed to run around the school site. If you have a question please ask the member of staff outside or email the office or class teacher.

We will be staggering the drop off times and collection times to minimise the number of people on the school site. We ask that you please keep to these times.

- **Year 2 pupils are to arrive at 9.20am and will be collected at 2.20pm. We have other groups being dropped off and collected so it is important that you adhere to these times please.**

You may have to wait to collect and drop off your children as a result of the social distancing guidance. If you have children in more than one eligible year group then you may bring them in at the same time, but they must still enter the school through their designated year group entrance. Please do not congregate outside the school.

The government are encouraging families to walk to school where possible.

Pupils will not be required to wear school uniform and should dress for the weather with suitable clothing and footwear. Please do not bring PE kits to school. There will be no assemblies or before and after school clubs.

Procedures for lunch

Lunch will be provided for year 2 pupils via the universal free school meal scheme. However, children may bring in a packed lunch. Please note that for the time being this will be a **cold** meal as this will be safer to prepare and easier to distribute to our pupils. Pupils eligible for a free school meal, due to lower household income, will continue to receive a voucher from us if they are not attending school.

Procedures around attendance

It is important to tell you that you will not be penalised or fined if your children do not attend school. If they are not attending school then we ask that you contact us to inform us that your child will be absent from school. We are still required to carry out welfare checks and strict safeguarding rules during the partial closure and phased reopening of schools. If you have decided to not send your child back to school, you must inform us at the start of each week that this is what you intend to do. If this is the case then we expect your children to complete the home learning tasks during school hours.

Procedures regarding COVID-19 symptoms

If **anyone** in your household is displaying symptoms of COVID-19 it is critical that you notify us and you should self-isolate. In the event of a **positive COVID-19** test then your child's 'pod' will be informed and the pod will not be allowed in school, for two weeks due to self-isolation requirements.

It may be necessary for us to contact you and request that you collect your child if they are displaying COVID-19 symptoms.

It is vital that you share with your children that they may see staff wearing face masks around the school. Government guidance states that masks are not required to be worn when working with the children, but must be worn when administering first aid to pupils. If a pupil is displaying symptoms of COVID-19 then the members of staff looking after that pupil will be wearing full PPE. Guidance also states that it is not necessary for pupils to wear face masks.

We understand that many of our children and yourselves will be apprehensive and anxious about returning to school. We will ensure that we have our family support worker available.

I'm sorry for the length of this letter, but reopening our school is a complex process with many guidelines to follow. Please be assured that your child/children will continue to receive our very best care and attention at all times.

Thank you for your support during these challenging times

A handwritten signature in black ink, appearing to read 'J Figg', written in a cursive style.

Mr Joseph Figg
Executive Headteacher