



MEADGATE PRIMARY SCHOOL

Mascalls Way • Great Baddow • Chelmsford • Essex CM2 7NS

Tel: (01245) 259403 • Fax: (01245) 344297

E-mail: admin@meadgate.essex.sch.uk • Website: www.meadgateprimary.com

Executive Headteacher: Mr. J. J. Figg

Wednesday 20th May 2020

Phased Re-opening of Meadgate Primary School – Tuesday 2nd June 2020

Dear Parents/Carers of children in Reception

I am writing to you following my letter last week. 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. We have taken our time to announce these arrangements as a result of the constant changing guidance documents that have been produced by the DfE.

It has been necessary to implement a staggered attendance, phased reopening of our school as a result of a detailed risk assessment procedure as instructed by the government. Having completed the risk assessment it was clear that we could not keep all children and staff safe if we had all of our Reception, Year 1 and Year 6 children attending school at the same time, especially so within the first week of our phased reopening. We will therefore be able to provide pupils in Reception, Year 1 and Year 6 **two full days** provision per week. This will be over two consecutive days, Monday and Tuesday (Red Group) or Thursday and Friday (Blue Group). This will be kept under review and is likely to change, but we feel it would be irresponsible and unwise to implement a system that is unworkable, unsafe at this early stage of reopening. By implementing this staggered attendance we are able to accommodate all eligible pupils at some stage over the course of the week. Key Worker children will still be able to attend school all week and will stay within their own 'pod'.

Reception Class surname A-M (red group) Mondays and Tuesdays

Reception Class surname N-Z (blue group) Thursdays and Fridays

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'.

For the time being children in the other year groups will continue to access home learning provided by the class teachers. Home learning will also be available for the Reception, Year 1 and Year 6 pupils who are not attending school. The school will continue to be open for the children of key workers on Monday 1st June from 8.30am – 3.30pm. Please note that key worker children will now be based at Meadgate Primary. The definition of a key worker has not yet changed.

It is important to remind everyone that from Tuesday 2nd June the provision that we are able to offer will be very **different** in many ways. This will allow us to meet the Department for Education's (DfE) guidance and keep your children, your families and our staff as safe as possible.

Procedures in school

Each class will be split into two groups of no more than 15 children in each class. These groups may be split again depending on numbers and the classrooms that they are based in. This will allow us to try and meet the **social distancing guidelines** and will allow us to have fewer children in school 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. Key worker pupils will remain in the same pod and will not be with their year group peers as this will mix the pods.

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. Please note that this may not be their class teacher and may be a learning support assistant, who will follow the planning and guidance from the class teacher.

This is how the classrooms will look.



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. We have been instructed to remove soft furnishings and many of the toys/equipment used by the children will be unavailable and they 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 refer to the maps of our school site to see which entrance and exit you should use. 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.

- **Reception children are to arrive at 9.15am and will be collected at 3.05pm.**

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. If you are collecting more than one child, please collect your youngest child from their collection point, then move around the outside of the building to collect the other child from the rear playground, thus adhering to the one way traffic system.

Reception Children - One Way System From Drop Off/Collection

Reception children to use Mascalls Way entrance only.



The government are encouraging families to walk to school.

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

From the week beginning 8th June, lunch will be provided by the school for all children in year 1 and reception classes. This will be the universal free school meal system for children in key stage 1 and reception. Lunch will be provided for year 6 pupils and parents in year 6 should book their school lunches using our online payment system, in the usual way. Please note that for the time being this will be a cold meal as this will be 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. For the week beginning 1st June children should bring a packed lunch.

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 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 and play therapist available should the need arise.

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. These procedures will be reviewed each week and will change as we progress through the half term.

Thank you for your support during these challenging times

A handwritten signature in black ink, appearing to read 'J Figg', written over a light blue grid background.

Mr Joseph Figg
Executive Headteacher