



The Federation of Burrington and Wroughton Church Schools

Let all that you do be done in love' 1 Corinthians 16:14

Proposal for the reopening of the Federation

WRINGTON CHURCH OF ENGLAND PRIMARY

26th May 2020

Dear Parents and Carers,

Please be warned, this is a rather long letter and so I suggest you read it with some refreshment at hand. It provides details of our planning for reopening of Burrington and Wroughton Primary schools in June 2020. **This will only happen IF the government confirms that the qualifying conditions will be met.** This announcement is anticipated on May 28th.

Thank you for all your communications regarding whether you are proposing to send your child to school in June, if schools reopen. Some parents have chosen to keep their children at home until September, some are happy to send their children as soon as schools reopen and some families have not yet made the decision. I want to reassure you that we're not going to be pressuring anyone to send their children to school. In these unprecedented times, it is important that families make the decision that is right for them and whatever you choose to do, we respect your decision.

This letter is being sent to all families, regardless of your previous response so that you are kept fully informed of the federation's plans.

Risk assessment

I'm sure you can imagine that significant planning has been going on behind the scenes at both schools to prepare for the return. As health and safety of children and staff is of greatest priority, a detailed risk assessment for each school has been prepared for the Local Authority and this was agreed today by the Governor working party. Both assessments are largely the same as the same principles to opening are being made but there is variation in some of the practical matters.

As part of that risk assessment, during half term Burrington Primary will remain closed and Wroughton Primary will be closed to enable a deep clean to take place. Once thoroughly cleaned, the staff will be receiving training and each school site will be reorganised to accommodate the changes to furniture, layout and organisation that we need to make. This is going to take time in order to get it right. If you would like to see a copy of the risk assessment, please get in touch with the school office.

Our tasks

From June, it is likely we will have three tasks:

- Continuing the teaching of varied mixed age key worker groups
- The teaching of new 'pods' of children in Nursery, Reception, Year 1 and Year 6
- Supporting home learning with a whole federation thematic approach created specifically for the lockdown

We have chosen to take a measured and **staggered approach** to the opening of both schools in the federation, to ensure that

- the staffing is re-organised to ensure compliance with a structure of ‘pods’ or ‘bubbles’;
- the staff are fully trained and familiar with the detailed new processes and procedures;
- the classrooms are fully prepared and safe to receive children;
- the children are acclimatised to this new way of working with sensitivity and care;
- we can accommodate the children returning in the **priority order** that the government has instructed to ensure sufficient places are available to the **highest priority groups**;
- We can ensure that all procured additional hygiene products such as sanitiser, PPE and other essential supplies advised by the government have been delivered;
- The head teacher and senior leaders are available to welcome children and support the new protocols to ensure the return to school is safe and compliant for the whole school community.

Proposed timetable for returning to school

The Federation will be taking a **phased approach** to the return (see below) so that by June 10th all eligible children across the two schools will be able to return, **subject to the availability of places and staff**.

Week beginning 1st June

1 st June	Wrington Primary closed to all pupils for staff training
2 nd – 5 th June	Wrington Primary only open to all pre-booked federation Key worker children (R-Y6) (new location Y4) Wrington Primary open to Wrington staff for site preparation
1-3 rd June	Burrington Primary closed to all pupils for staff training and site preparation
From Thursday 4 th June	Burrington school open to Nursery, Reception, Year 1 and Year 6 pupils

Week beginning 8th June

Monday 8 th June	Wrington Reception children return to school (groups a and b) Federation Key Worker children Y1-6
Tuesday 9 th June	Wrington Year 1 children (groups c and d) return to school (with Reception) Federation Key worker children Y2-6
Wednesday 10 th June	Wrington Year 6 children (groups e and f) return to school (with Reception and Year 1) Federation Key Worker children Y2-5

In line with many schools across the Local Authority, we will be prioritising training of the Federation staff team to ensure the safety of pupils once they return. Because of this, **Wrington Primary school will be closed to all pupils for a training day for ALL staff on June 1st**. This means that we will not be open to Key Worker children on this day. We will welcome Key worker children from across the

Federation from Tuesday 2nd June and these children will now be located in a different classroom (Year 4). From 2nd to 5th June, staff at Wrington will continue training and preparing the site ready to receive children week beginning 8th June.

Due to the smaller size of school and the fewer pupils on site, we will be opening Burrington Primary to children in Nursery, Reception, Year 1 and Year 6 on **Thursday 4th June**.

At the moment, **Key worker children from the federation will continue to be taught in Wrington**. This situation may change over time, depending on the number of key worker and vulnerable children places being required and the staffing available. Because there are still so many uncertainties, we are having to plan for a number of 'what if' scenarios with numbers.

At the moment, on the numbers of children expected to return, we will be operating a Reception pod, a Year 1 pod, and two Year 6 pods at Wrington as well as two pods at Burrington (N/EYFS/Y1 and Y6). Depending on future numbers, we may introduce a combined Y1 / Reception pod. We will also be operating a federation key worker pod at Wrington (as has been happening over the last 8 weeks).

We understand that some families may change their mind about returning to school over time and we completely respect this. Logistically, this could have implications for our pod organisation; **therefore, from June 8th, if you change your mind and would like to send your child back to school (Rec/Y1 or Y6), new children may join a pod from a Monday only (June 15, June 22 etc.)._ You will need to let us know by 3pm on the Wednesday before in order that staffing can be organised and arrangements can be made.**

Because we are obliged to offer places in school based on HM Government priorities, there will be a limited number of places available, determined by the rules we are expected to follow in organising the staffing of pods. Please bear with us as we navigate our way through the guidance with the staff that will be available.

Drop Off and Pick Up Arrangements at Wrington Primary

We will be adhering to government advice about implementing **social distancing** during drop off and pick up times. We have created a timetable for a staggered drop off and pick up:

	Reception Pod	Year 1 Pod	Year 6 Pods 6a and 6b	Key worker Pod A
Arrival time	9am	8.45am	8.45am	8.30am
End of day time Monday-Thursday	3pm	3.15pm	3.15pm	3.30pm
End of day Friday	12.15pm (deep clean)	12.30pm (deep clean)	12.30pm (deep clean)	12.30pm Tbc*

***this may change**

- All parental drop off and pick up will be from the REAR of the school. Please can only one adult drop off/collect;
- In order to have safe waiting, we will be using two pedestrian entrances at the rear of the school;

- We will be using ground markings similar to those seen in supermarkets to help parents and children maintain 2m distance;
- We will create a one way system through the staff car park for Reception and Year 1 families;
- Reception and Year 1 groups will enter via the bike shed pedestrian entrance and queue through car park to playground gates. Following drop off, parents should follow the one way system to exit via vehicle gates to maintain social distancing;
- Year 6 and Key Worker Groups will enter via the main (normal) pedestrian top gate. Parents will not come on to the school site but will say goodbye at the gate where there will be a member of staff;
- Socially distanced (2m) queuing for the bike shed pedestrian entrance (Reception and Y1) should be on the pavement towards Home Close;
- Socially distanced (2m) queuing for the main pedestrian entrance (Key workers and Y6) should be on the pavement in the direction towards School Road;
- Children in Y6 walking **unaccompanied** may walk through the school to School Road entrance if that is the safest route;
- During drop off and pick up, adults will not be permitted into the playground and parents should queue to drop off/collect their child;
- If you have children in two pods, then you should bring both children at the same time (just let a member of staff know at the gate);
- Children will be expected to hand sanitise/wash as soon as they arrive on to the school site;
- A deep clean of the school will take place on Friday afternoon and the school will close early on this day;
- We will be using outside (fire) doors to access classrooms to minimise the use of cloakrooms. Doors and windows (weather permitting) will be open to maximise ventilation;
- It is really important you talk to your child about these arrangements as this is going to be very different and children will need to be emotionally prepared. I will be sending a child friendly guide nearer the time for you to share with your child. In the meantime, there will be a children's letter to begin the process;

Staffing and groups

Where possible, two members of staff will be assigned to each pod/ bubble to enable the staff to have a break during the day. These adults will not usually work with any other pods to enable the group to remain as a separate bubble. Due to some staff having to shield and awaiting medical advice about their return, as well as others who work part time, there are some complexities in the

staffing organisation and at present we can only plan provisionally. Where possible, we will endeavour to have familiar adults working with your children but this will not always be possible. Similarly, your child may not be in their usual classroom; however, we are doing our best to create **happy and child appropriate learning environments within the restrictions placed on us**. It will be different but we shall make the best of it.

We are planning for an additional pod to allow for further capacity should parents decide to send their children to school; however, we may not require this. We will not necessarily know this until we return to school (as soon as you have made your decision in this regard, please let us know). The phased approach at Wrington allows us to respond to an increased demand based on government priority but the places will be limited due to staffing and accommodation.

School timetable and routines

- There will be staggered break times and lunchtimes and we will endeavour to spend as much of our play and learning time outside;
- We will include English, maths, PHSE and topic work each day;
- Children should not bring in toys from home (other than small mascot – see below);
- There will be a strong focus on well-being;
- Where our younger children may previously have sat and played on the classroom floor mats, we will now be using PE mats that can be wiped;
- We will not be sending reading books home but children will have access to books in school (with restrictions on sharing);
- We anticipate lunch will be eaten in classrooms or as a picnic outside. At the moment we are offering only cold school meals. As before lockdown, all children in Reception and Year 1 (and Key worker Y2) will be entitled to have a free school lunch under the universal free infant school meals scheme. This also applies to children in receipt of free school meals. Other children may purchase a cold meal or bring in a lunch from home (in a disposable carrier bag);
- Children will eat their break time snacks at their desks as necessary;
- As the Wrington site has playgrounds and a large field, we anticipate being able to keep groups well away from each other even if outside at the same time. Each 'pod' will be given a large area in which to play;
- Playtime equipment will not be shared between groups and boxes of (washable) play resources will be allocated to each group;
- All children will be required to wash their hands before and after going out (as well as frequently throughout the day);
- Each 'pod' of children will have their own toilet or toilets which should not be used by other pods. The highest standards of hygiene will be promoted.

Uniform

- Uniform will be optional in order to allow for clothes to be washed regularly. Sensible and appropriate clothes (please avoid the extremes of fashion) should be worn with trainers (or footwear suitable for sport);
- All children should bring a spare pair of clothes in a **named plastic carrier bag** that can be kept in school in case of emergencies;
- All children should bring a sunhat and light raincoat. Please name all items;
- We plan to have lots of outdoor sporting fun (with non contact activities) but we will not be changing for PE;
- Please no jewellery.

Bags and belongings

- Children should not bring any bag to school other than a **disposable bag** for their lunch if they are bringing a lunch from home. No bookbags or rucksacks.
- All children should bring a water bottle which can be left weekly in school.
- Children should not bring books from home.
- Please bring named sun lotion into school on the first day that can remain in school. Children will normally need to re-apply it themselves (with support).
- On the first day, the children will bring in a carrier bag with a spare change of clothes that will remain in school (see uniform above);
- We are asking all children to bring in a small 'mascot' or cuddly toy which can fit in their trays to act as a comfort for emotional support. **IT WILL REMAIN IN SCHOOL during this period.**

From 2nd June, the school will still open **only** for vulnerable pupils and the children of critical workers until Reception class returns on 8th June. We know some employers will be encouraging you to return to work, but we're not in a position right now to extend places to other children until we receive further government guidance.

We'd like to thank you for your continuous support in helping your child learn from home. We'll keep you updated once we know more about when schools will be able to reopen for other year groups. Below are some questions and answers for your information. I'm sure there will be other questions and I propose to offer an opportunity for separate Zoom meetings for Key Stage 1 and 2 parents for any general (rather than individual child specific) issues at the beginning of next term once we know more clearly if schools are to open more widely beyond critical worker provision.

Some questions and answers

Will there be home learning continuing if I chose not to send my child from Reception/Y1 and Y6 into school?

If your child will remain at home beyond 1 June, we'll continue to support you and them with home learning, and meal support for those eligible. Please do continue to stay in touch with us about how your child is getting on.

Will the work going on in school be the same as the home learning?

*We will be continuing the thematic approach throughout the federation and **broadly speaking** we will be doing many of the activities available for home learning in some form or another and may be extended. Children in school will also be doing additional activities including sport and PHSE/ well-being work.*

Will my child's teacher continue to phone them or do Zoom calls?

Because most of the staff are directly involved in the new teaching groups, it is unlikely they will be able to continue with this. Those members of staff who are not involved will be planning for home learning and will keep in touch but this is likely to be reduced.

Why are you choosing to give Reception priority over other year groups and Year 6?

HM Government has given us a clear directive as to the priority of the children returning: Reception, then Y1, then Y6. We recognise that Year 6 is an important transition year and we want to give the children some lovely memories of their final weeks in primary education. We are delighted that across the federation we are able to have the majority of children returning and we will keep in close touch with those Year 6s who are not able to return so that these weeks are special for **all** our Year 6s.

I am in the vulnerable category. Should I send my child to school?

If your child is clinically **extremely** vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child, or someone in the household, is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to [government guidance](#) for further details of these groups.

What happens if a child or member of staff in the class displays Covid 19 symptoms?

Any child or adult with Covid 19 symptoms must not come to school.

If symptoms develop in school, the child will be removed from the group and will wait in a dedicated area away from others and you will be asked to collect them immediately. A member of staff will be with them until they are collected and will wear PPE for their protection. We are advised that this should be in a well ventilated area. Collection will be at the rear of the school in the staff car park. Your child will need to have a test immediately; if it is positive then the whole pod of children (and staff) will be informed that they will need to self-isolate for 14 days or until symptoms develop (and then they themselves would have to be tested).

If the test is negative, your child should return to school when they are better.

Why can't the pods mix if there are siblings in other pods?

The emphasis is limiting contact between pods of children so that if a case of Covid 19 does occur, the spread of the virus can be limited. We recognize that there are anomalies in these rules but we are trying to follow the detailed guidance we have been given. There may be some imperfections in the system but we will endeavour to do our best.

I'm a key worker but my partner is not. One of us is normally able to work from home. Can my child still have a keyworker place?

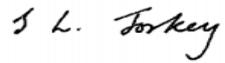
We ask that where a parent is able to work from home that you allow the keyworker place to be prioritised for families where there are two critical workers who are **both** not able to work from home. We also ask that you only take the place on the days you need this childcare so that we can maximise the places available for all our critical worker families.

And finally...

At the time of writing we do not know whether we will be required to open. Every member of staff across the federation wants the best for your children and your families, whether we open or not. We have followed the guidance that we have been given from the government, Local Authority and other professional bodies and we believe our plans, which have been discussed with governors, ensure as safe a reopening as is possible; however, we are dealing with an unprecedented situation

and not all aspects of this virus are known. The nature of this reopening means there are going to be elements of ongoing risk-assessment. It is ultimately your decision to judge whether the potential risk of sending your child back to school is acceptable to you and your family based on your context. Whatever you decide, we will support you.

Kindest regards,

A handwritten signature in black ink that reads "S L. Joskey". The signature is written in a cursive style with a large initial 'S'.

Sarah Joskey
Headteacher

Ruth Gillbanks
Chair of Governors