



'Believe you can'

3rd June 2020

Re: COVID-19 wider opening of school for Reception, Y1 and Y6 pupils

Dear Parents and Carers,

Asalaamalaykum,

I hope you had a restful half term with your families and a joyous Eid for those who were celebrating.

Further to my last letter, dated 22nd May, we have planned for a safe and cautious return to enable pupils in the aforementioned year groups to return to school.

Subsequently, the school will be opening more widely to pupils as follows:

- Monday 8th June - Reception pupils
- Wednesday 10th June - Year 1 pupils
- Monday 15th June - Year 6 pupils

Initially, we have arranged to offer a reduced timetable of 3 hours for pupils returning to school. This **may** be extended once the safe return of pupils has been established and clear routines are in place to continue to ensure a safe working / learning environment for our staff and pupils.

Protective measures undertaken:

In order to ensure the safest possible return for our staff and pupils, we have conducted a comprehensive risk assessment of all areas. In addition, a range of other measures have been implemented to minimise the spread of coronavirus. These include:

- Separate entry /exit points for each group of pupils;
- Group sizes of approximately 8 pupils per class to enable social distancing;
- The removal of extra furniture and items that cannot be easily cleaned from classrooms;
- The spacing of desks / furniture to enable social distancing
- Staggered break times for all pupils in designated play spaces to keep groups of pupils together;
- The provision of a packed lunch for pupils who are ordinarily eligible for free school meals to take home with them. (All other pupils are not required to bring a lunch at this stage.)
- Increased cleaning of the school premises, furniture, fittings and resources;
- The availability of Personal Protective Equipment for our staff;
- The increased availability of sanitisation equipment / solutions for all staff and pupils;
- Increased opportunities for hand washing;
- Minimised contact and mixing between staff and pupils from other classes / groups;
- Restrictions on the bringing, taking and using of learning resources to reduce contact and cross-infection. The school will provide each child their own individual stationery which will be kept in school in each child's individual tray;

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- The provision of extra disposable tissues to implement the 'catch it, bin it, and kill it' approach in each classroom. These will be topped up daily.
- Bins with lids for every classroom to collect the used tissues;
- The provision of hand sanitisers in every classroom and at the school entrances so that the children and staff can sanitise their hands efficiently, on entry to school and during the day;
- An emphasis on teaching the children about germs / hygiene and infection control;
- An emphasis on the emotional aspects of learning to enable pupils to share their concerns;
- Clear signage to reinforce messages about social distancing and hygiene;
- Home-school agreements to reinforce messages about social distancing and hygiene.
- The widening of one of the school paths to enable the safe (spaced) passage of pupils whilst social distancing;

In order to plan for the wider opening of school, we provided an online form for parents to complete in order to confirm their children's attendance. At this stage we have only planned for the return of the small number of pupils whose parents completed the online form. In the event that you have not completed the form and decide to send your child back to school before the summer break, you will need to contact our school office to give us prior notice. **Please note we will not be able to allow your child back to school unless you have contacted us in advance.**

Reception children:

- Date of return to school: Monday 8th June
- Allocated slot: 8:45am - 11:45am
- Entry / exit: Main school entrance marked 'Exit 1'

Year 1 pupils:

- Date of return to school: Wednesday 10th June
- Allocated slot: 8:45am - 11:45am
- Entry / exit: Back entrance marked 'Exit 2'

Year 6 pupils:

- Date of return to school: Monday 15th June
- Allocated slot: 8:45am - 11:45am
- Entry / exit: Front entrance marked 'Exit 3'

Please note:

- Only one parent should escort children to their designated entrance.
- Parents will be discouraged from congregating in groups at the gates in order to enable social distancing.
- Except in the case of an emergency, we will be unable to allow parents / visitors on to the school premises. Should parents need to communicate with their child's class teacher or the school office, this should be done electronically or via the phone using our established communication methods. **Entry on to the school premises is by appointment only until further notice.**
- Learning provision (content) **for all pupils** will be as is currently being provided. This means that the children who are continuing to learn from home will receive the same teaching content as those attending school so that they are not disadvantaged.

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- All teaching will focus on the coverage of key skills that pupils need to learn in order to make the transition to the next academic year.
- All pupils **MUST** be promptly dropped off and collected to ensure the safe management of arrival / departure times and to enable our staff to be available to clean /disinfect the premises.
- Pupils attending school should continue to wear uniform wherever possible (clean clothes daily).
- Pupils will be provided a disposable water bottle daily.
- Pupils must bring their book bags daily along with their iPads **fully charged**.
- Any medication must arrive in a clear, sealed and named bag. It must be handed over to school staff using disposable gloves (parent and teacher).
- Sun cream should be applied in the mornings and a sunhat provided.
- The arrangements for key worker pupils will remain as they currently are.
- There is no guarantee that children attending school will be with their normal teacher / classroom as we have organised the children into smaller groups which will be spread across classrooms. Pupils will remain with their allocated groups throughout.
- Expectations relating to behaviour remain as stated in the school's behaviour policy, however in addition to this during COVID 19, should a child cause a risk to others, parents/carers will be contacted immediately and expected to collect their child, so they may continue their learning at home without posing a risk to others.
- Should a child become ill whilst in school, parents will be contacted to collect them immediately.
- Children must not be sent to school wearing masks as there are additional safety concerns linked to the incorrect use of masks.
- Sadly, our usual end of year celebrations etc. will not be going ahead due to concerns about social distancing.

As always, the safety of our staff and pupils remains a priority and as such, we will continue to review our arrangements for wider opening and make changes as needed in order to maintain a safe environment for all concerned.

Whilst we have tried to give as much consideration as possible to ensure a safe return for our staff and pupils, we appreciate the unprecedented nature of the situation means that parents may feel anxious or may have additional concerns / questions that they would like to be addressed. Please do not hesitate to contact our school office if you have any questions either by phone 01204 322370 / 07904 555690 or by email: admin@theolivetreepprimary.com

We will continue to provide further updates as we receive them from the Government. Please continue to refer to the links on our website for the most up to date guidance about coronavirus.

Yours sincerely,



Mr. H. Asghar
Principal

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