

Fen Ditton Community Primary School
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Headteacher: Mr Mark Askew

Thursday 27th August 2020

Dear Parents/Carers,

With the new academic year fast approaching and with all pupils returning on Thursday 3rd September, I felt now was a good time to write to you.

I do hope that you have all had a lovely summer, spending time with your family and being able to see a few friends. I also hope that you are looking forward to school reopening and getting back to some kind of 'normality'. All the school staff are very excited about the new school year, and we are very much looking forward to welcoming all of the pupils back and seeing you again.

I do recognize that the start of any new academic year, after a break from school, can be tricky for some pupils, but this particular September will feel very different for most of us, following a lengthy lockdown period. There will be mixed emotions next week, but we will do our very best to reassure and welcome pupils into school who are feeling anxious. I feel confident that after a few days back pupils will be into an excellent routine and will be feeling more positive about attending school. I also acknowledge that some of you might also be feeling a bit anxious about the new academic year for a variety of reasons, therefore this letter is designed to help answer your questions and hopefully reduce your worries a bit. I did share most of this content in a letter in July, but it is all still valid, and there are some amendments and additional information as well.

September Provision

Our planning is underpinned by the Department for education's advice on effective infection protection and control measures:

- **A requirement that people who are ill stay at home**
- **Robust hand and respiratory hygiene**
- **Additional cleaning arrangements**
- **Active engagement with test and trace.**
- **How to reduce the risks, including contacts and minimize distances between those in school wherever possible.**

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term, with the expectation that they will further be embedded, so that children who did not attend in the summer term, will themselves adopt these measures also.

What will our approach be?

Our approach will be based around the 'ordinary magic' of **learning**, supporting pupils' **social and emotional needs**, building **relationships** and developing pupils' **resilience**. We aim to achieve all of this through creating a **safe and nurturing environment**. We also recognize, at this stage, children will have experienced this pandemic very differently, and although for some children, this period may have been a positive one, for the most, they will have suffered a variety of losses of routine, structure, friendship and opportunity. We will also be promoting and supporting pupils' physical and mental health.

Start, and end of the day procedures

There will be staggered start and end times to the day, and it is essential that parents, and children travelling independently, stick to these strict arrival and departure times. Only one parent per pupil will be permitted onto the playground, and there will be designated drop off places for your child at the classroom doors. Any communication with a member of staff should be limited to

essential information only, and we ask that social distancing is practiced at all times. Any other dialogue with adults should be via email or through a planned meeting. Parents and carers should not congregate in and around the school.

A reminder that the layby outside the school is only for **blue badge holders only** – please display these clearly. We encourage everyone else to either walk, cycle or park in the village.

There will be a one way system in operation through the two school gates, with the one next to the bike shed being the exit gate only. We then ask that all parents should turn right out of this gate and use the crossing to the far side of the road to continue your journey.

Class bubble	Start of the day time	Finish time
Paddington (reception/Y1)	09:05 – 09:15	15:15 – 15:25
Zog (Year 1/2)	08:50 – 09:00	15:05 – 15:15
Tigger (Year 2/3)	09:20 – 09:30	15:25 – 15:35
Hodgeheg (Year 3/4)	09:05 – 09:15	15:15 – 15:25
Baloo (Year 4/5)	09:20 – 09:30	15:25 – 15:35
Aslan (Year 5/6)	08:50 – 09:00	15:05 – 15:15

If you have a child in more than one class, could you kindly try to arrive at the end of one ‘window’ and therefore at the beginning of another. Teachers will be available to receive siblings at slighter different times, but if your timings can help with this, it will be appreciated. There really isn’t a perfect system for siblings, and we hope that routines can be established quickly for everyone.

If your child arrives later than the time noted above, they will be marked late in the register, following normal safeguarding procedures.

Paddington class timings may vary at the beginning of the year to what is noted above, to coincide with their transition period. We shared this information prior to the summer holidays about the reception children’s transition arrangements..

School office arrangements

As there is a greater potential for spreading the virus in the school foyer area and with the need to continue social distancing we will be keeping face to face contact via the school office to a minimum to prevent undue contact. If you would like to contact the school please email or ring the school office for help as your first point of contact, and therefore avoid entering this area of the school, unless it is absolutely essential. Letters can be emailed to you, or we can give your child a message or letter to take home at the end of the day.

What will things be like in classroom?

Classes will operate as a bubble, with desks facing forwards and pupils having their own equipment to use. Clear behaviour expectations will be in place, limiting pupils’ face to face contact and unnecessary movement around the room. Paddington class will operate normally as a continuous play based provision, with regular cleaning of shared equipment. Zog class, will also initially operate in the same way as a reception age group would, but with some targeted learning at desks as well.

Pupils will be having separate play and lunchtimes in designated places of the school grounds.

What will lunchtimes look like?

The two younger classes will be using the dining hall, which will be divided into two separate areas, with all the other classes having their lunch in their classrooms. There will be hot food provided in bags to aid with delivery to classes and reduce the challenges of cleaning and pupil movement around the school. Desks will be cleaned before dining and hand washing will take place. Lunchtime will operate on a model of approximately 20 minutes dining and 20 mins outdoor play. The time savings at lunchtime will ensure that your child receives their full allocation time in school, with the adjusted start and finish times to the school day.

What about PE and playtime?

PE will take place twice a week on Tuesday and Thursday for everyone, and on these PE days, children must attend school in their PE kit. On other days children **must wear their school uniform**. Equipment will be kept separate between bubbles and lessons will be planned accordingly to take into account minimizing any risks.

Any play time equipment used will be kept within bubbles with regular cleaning. The trim trail and tower will be timetabled in order for one class to use this between Tuesday and Friday, allowing for a 72 hours break before the next class can use it. Hand hygiene will be practised before and after these lessons or breaks.

Will there be wraparound Care?

Initially there will be no breakfast club available. However, JLR will be able to offer an after school care service following government guidance and some adjustments to the usual provision. In order to maintain safety measures in the school hall, and to continue to keep all the class bubbles separated, the offer will be for Zog, Tigger, Hodgeheg and Baloo class only. There is going to be a limit on the number of pupils in total at any one time following government guidance. JLR will be contacting parents with the details and if you have any further questions you should contact them direct. Children will be escorted to the toilets they would normally use during the school day.

I have met with JLR and we have agreed that there is not the capacity to accommodate Aslan class, but we have arranged for Premier Sport to offer a sport and performing arts based provision on a Tuesday, Wednesday and Thursday until 4:30. There will be a cost for this club.

How can we all prevent the spread of covid-19?

Firstly and most importantly, **it is vital that pupils do not attend school if they, or a member of their household, are displaying any symptoms of Coronavirus** - a new continuous cough, high temperature and/or loss of taste or smell. Any pupil who develops these symptoms whilst at school will be sent home, and they and their household will need to self-isolate. We would ask that parents and carers support us in immediately sharing the results of any Coronavirus test with us.

If there were to be a confirmed case of Covid-19 in someone who had attended school, advice would be taken from the local health protection team and those who had 'close contact' be sent home to isolate for 14 days. If the school had two or more cases in 14 days then it may be recommended that a larger number of people self-isolate.

Pupils will be asked to sanitise their hands when arriving on site, after using the toilets, before eating, sharing of equipment and whenever they move rooms or play outside, as well as before they go home. Sanitiser gels will be available at the school.

The government guidance for primary pupils is that they should not wear face coverings or other PPE at school. If a face covering is worn to school, it must be removed without touching the front of the mask, and stored in a protective carrier for the school day. There is a possibility that a member of staff might need to wear a face covering as part of an individual risk assessment measure.

We have arranged for additional cleaning of the school in the middle part of the day to concentrate on the toilets and 'touch points' around the school. There will be designated toilets for each class bubble.

Additional Information

I will be sharing with you our school Covid-19 Risk Assessment document before we open school next week and this document will also be saved on our website.

There will be no school or class assemblies in the hall, but we will endeavour to use the technology to host remote video ones to ensure we continue to celebrate achievements, discuss important matters and keep the school operating as a collective community.

It is really important that children do not bring unnecessary things into school from home. However, we do recognize that children they will need to bring a packed lunch, if they are not having a school dinner, a water bottle and a snack. Each class will be arranging a system for reading books to be taken home. These books will remain at home until the time comes for their return once pupils have completed it and then there will be a quarantined collection procedure in place before they are allowed to be taken home by another pupil. The younger children may be given a collection of books to take home at once rather than simply one at a time.

We will be continuing to use Google Classroom to support learning in and out of school, and we know if we need to, following any bubble lockdown, we can revert to some remote learning again. With this in mind it will be helpful if you can ensure you have access to this platform and you should contact school and Mrs Nicholls if you need some technical support.

There has been a huge amount of work going in by staff in the school holidays in order to be ready for the children's return and there has equally been a great deal of changes to the school grounds as well which I will share with you in a separate piece of correspondence.

Finally, I would like to welcome some new members of staff to the Fen Ditton Community. Mrs Hearn is an experienced teacher, who will be leading on pupil premium; Mrs Holder and Miss Lees are teaching assistants, both started in the summer term, but



most of you will not have met them yet, and Mrs Lake will also be joining us next week, also as a teaching assistant. We will again be accommodating some SCITT trainee teachers in three classes, and we will also be welcoming back Mrs Bryan and Miss Wain following their maternity leave.

I will look forward to seeing you all next Thursday.

Yours sincerely,

A handwritten signature in black ink that reads "M. Askew". The signature is written in a cursive style with a large, looping flourish at the end.

Mr Askew