

1 June 2020

Dear Families,

I am writing to inform you of the arrangements for your child's return to school this week.

We are looking forward to the return of Year 6 pupils and have updated risk assessments, rooming, staffing, specific, signed pedestrian routes, one-way routes, access to buildings and the timetabling of the school day to keep everyone safe.

Year 6 pupils will be expected to attend in school uniform, on Wednesdays and in their school PE kit on Thursdays, and coats and hats as appropriate. Please apply high SPF to your child in the morning as required. They can bring in a lunch box but they should not bring any bags, toys, games, or electronic devices into school.

Year 6 pupils will arrive at school for 9.15 and they will be expected to wait inside their taxis until collected by a familiar member of Key stage 2 staff who will take them to their designated classroom via their own allocated pedestrian route. Year 6 pupils will be following a new, signed pedestrian route into the main house and this route will be followed for all outside transitions to break, taxis etc.

A strict and frequent handwashing procedure will be in place for all pupils and staff. Pupils and staff will be expected to wash their hands on arrival in school and at set times throughout the school day including when they have used a tissue in class. All tissues will be put into lidded bins in classrooms that will be emptied regularly. All pupils will be expected to follow our Social Communication Programme targets for COVID, a copy of which I am enclosing with this letter. Also enclosed is a welcome back letter to our pupils that details the changes and new rules that they must follow, highlighted by our 'Change Triangle', and introduces the 'Same Square' to reassure them that there are some things that will still be the same in school. It would be helpful if you could go through these with your child before they come back in to school.

Pupils will be allocated a table, chair, laptop and tray of equipment for their own personal use and will be expected to sit in their allocated place unless instructed to move by a member of staff. Pupils will be provided with all the equipment they need to undertake learning in the classroom. Please do not send in any equipment from home. All pupils are welcome to bring in their own water bottle.

Year 6 pupils will be in groups of 3, with one KS2 teacher and one KS2 member of support staff. Each group will have an allocated KS2 classroom. They will remain in these groups throughout the day when working in the classroom; however, they will have the opportunity to see their friends from across Year 6 during playtimes in their own allocated area.

Below is a timetable that shows what the pupils will be doing throughout the day; however, the order of lessons is subject to change so that the pupils can benefit from using other areas of the school as part of their activities. Activities sessions will incorporate the wider curriculum and include subjects such as PE, cooking and art.



Year 6	9:15	9:40	10:25	10:45	11:30	12:15	12:40	13:20	1:35	2:30
Wednesday	Arrive and register	Maths	Break	English	Science	Lunch in classroom	Lunch Play time	Register	Activities	Barrier
Thursday	Arrive and register	Maths	Break	English	Topic	Lunch in classroom	Lunch Play time	Register	Activities	Barrier

All pupils will be having lunch in their allocated classroom. Those who have a school lunch will have it taken to them by a member of staff, in the morning they will choose their lunch from the menu.

If your child appears unwell, or is displaying any symptoms associated with Covid 19 please keep him/her at home and inform the school immediately.

When your child is in transit to, and in school it is vital that we can contact you at all times in case they become unwell; please ensure that we have up to date contact details for 3 named adults who can be called upon.

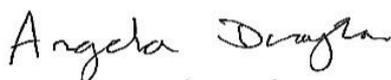
We have an isolation room in Phoenix House that a child can be taken to if they should become unwell. This room has ensuite facilities and will be monitored by surgery staff. However, the expectation is that you would collect/ arrange for your child to be collected from school as soon as possible.

If your child struggles to follow staff direction around strict Covid 19 measures, we will contact you directly.

At the end of the school day, 2.30pm, children will be escorted to their taxis by Key stage 2 staff. Please be aware, that if you transport your child into school you will be expected to remain in your car and there are no toilet facilities available on site for visitors.

Finally, I am enclosing for your information, a letter we have just received from Vicky Ford MP, the Parliamentary Under-Secretary of State for Children and Families about the wider opening of schools and other educational settings from 1 June 2020.

Yours sincerely



Angela Drayton
Principal and Regional Lead for Surrey & Sussex Hub

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