



Mason Moor Primary School

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Tuesday 26th May 2020

Dear Parents/Carers of pupils in Years R, 1 and 6

RETURN TO SCHOOL OF PUPILS IN YEARS R, 1 AND 6 FROM MONDAY 1st JUNE 2020

Thank you to all parents/carers who took the time to complete our survey regarding the proposed return to school, following the half term break, of pupils in Years R, 1 and 6. Your valued responses have helped us to formulate the operational procedures detailed below. I appreciate this is a lengthy letter but feel it is important you know the protective measures we are putting in place to safeguard our pupils and staff ~ I hope you find it informative and reassuring.

The information shown below is subject to review if Government guidance changes. In their briefing on Thursday 28th May, the Government is expected to confirm the return to school of pupils in Years R, 1 and 6.

Pattern of attendance

The governors and senior staff of Mason Moor feel that the best option for returning pupils is to attend school for 2 full days a week; either Monday and Tuesday or Thursday and Friday. There are several benefits to this including:

- learning will be enhanced and consolidated, and misconceptions corrected;
- the pupils will be taught by an adult that they know well;
- thorough cleaning of the school can be more easily undertaken on a Wednesday - this will be in addition to the regular cleaning that will take place throughout each day;
- both parents and pupils can begin a new routine;
- bringing children back on a phased return should relieve anxiety.

Each class will be divided into 2 groups of 15 children, each known as a "bubble". Children and staff in Bubble A will attend on Mondays and Tuesdays. Children and staff in Bubble B will attend on Thursdays and Fridays. Neither children nor staff can switch between bubbles. This will allow us to maintain consistency and safety.

Your children is in **Bubble B** – In school on Thursdays and Fridays

Hours

Reception 9:30 am – 2 pm

Year 1 9 am – 2:30 pm

Year 6 8:30 am – 3 pm

Please fill in the online form to indicate whether your child/ren will be attending school by Wednesday 28th May at 10 pm. Please do this whatever your answer, as this will avoid the school office making phone calls to check responses.

[School Place Questionnaire](#)

On the days that your child/ren are not in school, pupils will continue to have access to home learning to prepare them for/build on the learning undertaken in the classroom.

If you are a key worker, your child(ren) should continue to attend school as they have been throughout the lockdown period. You need to book your place using the Key Worker questionnaire. This group will be known as Bubble C and has completely separate adults working with them.

If you initially decide not to send your child(ren) to school but later change your mind, this is absolutely fine ~ please contact the school office who will add your child on to the list to start back on Monday 15th June 2020.

"Bubbles" / Social Distancing

As you can imagine, trying to socially distance young children will be a challenge. We will therefore be following Government guidance and adopting a "bubble" concept. Each class is being divided into 2 groups (as detailed above) to form "bubbles". The teachers have divided the children into their "bubbles" taking into account any individual needs as well as friendship groups. Every effort has been made to ensure siblings attend during the same days. **Please note that your child's "bubble" cannot be changed.**

Children will stay in their allocated "bubble" all day and do indoor and outdoor activities with their "bubble buddies". They will also have lunch in their "bubble" inside their classroom or outside in a designated area.

Cleaning of the school

The school will be cleaned regularly throughout the day and again each evening. All surfaces including floors, tables, chairs, touchpoints etc. will be sanitised.

Rooms will be kept fully ventilated and we will use the outdoor areas on a timetabled basis as frequently as we can (weather permitting).

We have removed 'dressing-up' areas, soft furnishings, reading books and soft toys/equipment from each classroom for health and safety reasons. However, we will ensure the children have access to a wide variety of activities each day. These activities and all equipment will be cleaned regularly. Laptops will be wiped down before and after each use.



School Uniform

We ask, please, that all children wear their school uniform or PE kit to school and wear trainers rather than school shoes. This is to avoid the need for children having to change their clothing for physical (non-contact and socially distanced) activities. Clothes need to be washed following a day in school. If your child has grown out of their school uniform, it is not a problem. They can wear their own clothes, as they need to be comfortable in school.

Arrival at school

Please see the timings above for when your child needs to be in school. We have staggered both the arrival and collection times to minimise the number of people in the playgrounds and enable social distancing.

Due to our entrances into school not having pavements, we have decided to initiate a one-way system to drop children off to their classroom.

Please enter the school site through the entrance in Helvellyn Road.

Walk straight through the gate into the playground immediately in front of you.

Reception children can be dropped off at their gate. Adults and siblings ARE NOT ALLOWED inside the gated area.

As you turn the corner, you will see a line on the playground. Adults and siblings ARE NOT ALLOWED over this line. You need to say goodbye to your child and they walk into the classroom. **Year 1** children enter their allocated classroom door (either Wiggins or Ennis – this will be labelled). **Year 6** enter through the door at the end of the building (this will be labelled).

Adults and siblings then follow the one-way system and exit the school playground through the gate on Crigdon Close.

Do not linger in the playground ~ please depart the school promptly.

Only ONE ADULT per child on school grounds. Please leave siblings at home if at all possible.

Please remember to observe social distancing on the pavements and roads around the school, at the entrance gates and when in the playgrounds. Please avoid congregating.

Collection from school

Please see the timings above for when your child needs to be in school. We have staggered both the arrival and collection times to minimise the number of people in the playgrounds and enable social distancing.

Please enter the school site through the entrance in Helvellyn Road.

Follow the one-way system and line up near the Crigdon Close exit using the lines to stay 2m apart.

The children will be lined up 2 metres apart by the Wild Area.

The child of the adult at the front of the line will move over to their adult and then you can leave together.

This will be controlled by a member of staff.

Only ONE ADULT per child on school grounds. Please leave siblings at home if at all possible.



Communicating with staff

There will be no communication with staff at the start or end of the day. This is because staff need to be ensuring social distancing at all times. If you would like to speak to any member of staff, you can book a telephone conversation online. The link to this form will be on the homepage of our website and will go live on Monday 1st June 2020.

Separate play times and play areas

We are very fortunate in having several outdoor areas. Due to social distancing, we will no longer have one main playtime. Instead, we will take the children outside as much as possible in their "bubbles". Each "bubble" will be timetabled to play in a separate area of the playground/field. In line with Government guidance for play areas, the adventure play equipment will remain out of bounds.

Movement around the school: social distancing

This should not happen as children will enter and exit their classroom through the outside door.

Lunchtimes: packed lunches (order via the form linked to this letter)

During the pandemic, we will not be offering hot school meals. The children will have packed lunches, which they will eat, in the classroom in their own "bubbles". Pupils in Years R and 1, along with eligible Year 6 pupils, are entitled to receive free packed lunches ~ these should be ordered online via the online form, please. If preferred, you can of course, send in a packed lunch from home.

Families who are entitled to supermarket vouchers will continue to receive these.

Lunchboxes, bags and coats

To reduce the chances of pupils gathering in small areas, the cloakrooms will be out of use. Children will therefore need to take their lunch boxes and bags into their classroom with them, where they will be stored by their desks. I hope that the weather will remain warm and dry meaning coats are not required in school. In the case of cooler or wetter weather, coats will be kept on the backs of the pupils' chairs.

Water Bottles

We ask that no pupils bring water bottles into school. School will provide every child with their own, named school cup. This will be cleaned daily. Adults will regularly fill up these cups when the children are not in the classroom.

Pencil cases

We ask that no stationery be brought into school. All children will be provided with their own stationery pack that will be labelled. There will be no sharing of equipment.

Toilets

We will ensure that only 1 child at a time are able to access the toilets.

Reception Toilets within the classroom

Year 1 Toilets by Fraser classroom

Year 6 Toilets by the end of the building



Handwashing and general hygiene

Handwashing will be a top priority ~ all children and staff will be required to use hand gel or wash their hands thoroughly on arrival and at regular intervals throughout the day. We will do activities to ensure the children understand the importance of hand washing. We will also be emphasising the "catch it, bin it, kill it" message. Please continue to support these messages and practise good hygiene at home.

Each "bubble" will have sufficient supplies of soap, hand gel and tissues as well as dedicated 'tissue' bins, which will be emptied regularly. All classrooms have facilities for regular hand washing.

As you would expect, regular cleaning of all areas, surfaces, activities etc. will also be a top priority ~ this will be undertaken throughout the day by designated members of staff.

In addition, school will be closed to all children apart from children of key workers in order for a deep clean to take place every Wednesday.

Personal Protective Equipment (PPE)

Current Government advice is that children and staff do not need to wear PPE on a normal daily basis. However, PPE is recommended in some situations, for example gloves, aprons and masks/visors will be available for staff undertaking first aid and/or agreed personal care of certain pupils. If a child or a member of staff wishes to wear a mask, that is not a problem.

Illness

If your child has a temperature of 37.8 or higher or if your child is unwell, **DO NOT SEND THEM TO SCHOOL**. Please remember to advise the school office of your child's absence by phone on 023 80 390140.

Please note if your child has symptoms of suspected Covid-19 we will expect them to be collected immediately, so please ensure that we hold up to date contact information. A designated 'isolation room' has been set aside to be used in suspected Covid-19 cases.

Risk Assessment

Our risk assessment has been updated to include Covid-19 and will continue to be reviewed and amended on a daily basis as required.

Covid-19 Testing

According to the latest Government guidance, everyone aged 5 years and over will be eligible for Covid-19 testing if they (or anyone in their household) shows symptoms. Testing should be requested via the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-tocheck-if-you-have-coronavirus/>. Please remember to advise the school of the outcome of the test.

Swimming

In line with current Government guidelines for sports'/leisure centres, swimming lessons will not take place this year.

Review of procedures

Many of the above operational procedures are new to us all and so will be subject to regular review. Please be aware that we may need to amend some procedures if they prove impractical or if Government guidance changes. Should schools not reopen to Years R, 1 & 6 from 1 June, current arrangements will continue.



We hope the above information is helpful. If you have any questions or concerns, or would like to provide some feedback, please do not hesitate to be in contact.

We look forward to seeing you soon!

Yours sincerely

Miss Kristy Wharton

