



Lydiard Millicent CE Primary School
The Butts
Lydiard Millicent
Swindon
Wiltshire
SN5 3LR
Headteacher: Mrs Carly Luce

Monday 1st June

Dear Parents/Carers,

I hope you had a lovely half term and enjoyed the lovely weather – fingers crossed we keep that for a bit longer.

Further to the communication sent before half term, we can now share some more details about our plans for reopening. I can confirm that in our first phase of opening, we will only be able to provide places for a limited number of children due to the protective measures we need to put in place and the high number of families in this first priority category. These protective measures are necessary to keep children and staff as safe as possible as we increase the number of children and adults on site. Therefore, whilst we will be reopening both schools on **Monday 8th June**, the places will initially remain as they are now – available to children of key workers, those with an EHCP (following a risk assessment completed with our SENCO) and those who are categorised as vulnerable.

This week, we are preparing both sites, finishing the preparation in the classrooms that started before half term, marking out zones and social distancing points, putting up signage, training the staff in the new protective measures listed below (including enhanced daily cleaning routines and the correct use of PPE) and ensuring that the cleaning, PPE and hygiene products ordered have arrived at both schools. We are continuing to run the emergency onsite provision from Ridgeway Farm this week and as the numbers are increasing there, you will notice lots of these measures being introduced ahead of reopening.

In order to minimise the disruption to the emergency provision as much as possible, we will keep this running until **2pm on Friday 5th June**, at which point we will need to close it a little earlier than usual and do a further deep clean of the site and the resources in preparation for the formal re-opening of each site on Monday. We will also use the time this week to help prepare the children who have been part of this emergency provision for this transition.

This letter gives detailed information about our plans for this next phase and we have also attached a further FAQs sheet using some of the questions we have received so far and we have tried to cover as many aspects of reopening as we can. If you still have questions after reading this letter and the FAQs sheet, please do not hesitate to get in touch with the School Office.

Protective Measures:

In order to keep our children and staff as safe as possible as we increase the number of children and staff on each site, we are implementing the following protective measures:

- cleaning hands more often than usual;
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- cleaning frequently touched surfaces and emptying bins throughout the day;



- minimising contact and mixing by having small groups of children, assigned to staff, who learn and play together and do not mix;
- altering the classroom environment to provide sufficient space for each person by removing additional furniture;
- removing soft-furnishings and resources that cannot be easily cleaned;
- allocating resources such as stationery and work-books to each child;
- staggering break and lunchtimes to reduce the number of children in the outdoor area at one time and assigning each group to a zone;
- staggering drop off and pick up times to reduce the chance of groups of adults and children waiting and gathering together in the playground;
- setting out socially distanced markers so that where queuing is unavoidable, this is done so at a 2m distance;
- creating one-way systems through pinch-points such as gates used as entrances and exits.

Groups:

- Children will learn in groups of no more than 8. This is not only to ensure sufficient space in each classroom for children and staff but also to ensure that supervision of handwashing and adherence to the other key rules can be especially vigilant. It also reduces the overall number on site which means that drop off and collection times, whilst staggered, can be at shorter intervals.
- Your child will stay in their assigned groups and with their assigned staff for the whole day including break and lunch. This limits the number of contacts that children and staff have. Your child may be assigned a member of their class staff as one of their group leaders but this cannot be guaranteed due to the fact that we have some members of staff who need to continue to work from home for health reasons. They are likely to be with other children in their cohort to aid the teaching of year groups although we will also have groups made up of mixed year groups.
- Each child will be assigned their own set of stationery and will keep everything in a named tray. Shared resources will be limited but where this is unavoidable, for example in an EYFS classroom, resources will be cleaned before use by the next group. Any devices such as iPads or laptops will be cleaned after each use.

Drop-off and Collection Arrangements:

- Parents/carers will be allocated a drop off and collection time. These times must be adhered to as this is one of the ways that we are reducing the amount of 'traffic' at any one time. If you have more than one child in school, you will drop all children off at one time. Only one parent/carer can accompany a child onto the site and if you have another child with you who is not attending, they must stay with you at all times. **Please note that during this phase (until further notice), school will close at lunchtime on a Friday – you will be allocated a collection time and children will not have lunch on site.** The earlier finish time is to allow for a deeper clean at the end of each week and PPA. PPA is the Planning, Preparation and Assessment time which is a statutory entitlement for teachers. This is usually covered by different staff teaching a class for part of the day but under the re-opening rules, we cannot have teachers or TAs covering each other's groups.
- You will see on entry to the site that we have placed some social distancing markers on the paths and playground. These should be used if you need to wait.
- Staff will be in position to guide you to the correct classroom doors. There will be a marker on the floor where you need to wait and that is where you will say goodbye to your child and they will enter the classroom and wash their hands. Parents/carers cannot enter the classroom and it will not be possible to have a conversation at this time. Group leaders will warmly welcome the children, as they have been doing



every day during the emergency provision at Ridgeway Farm, but any other messages need to be emailed or phoned through to the School Office.

Lunches:

All children need to have a packed lunch. This can either be sent in from home or one can be ordered from school, these will be free for children who are in EYFS, Year 1 or Year 2 and for children in receipt of Free School Meals. As school is reopening, this will replace the FSM voucher scheme for children who are on site and receiving meals at school. During this phase, the lunches can be ordered on the day and further details about this and how to pay for lunches will be sent later this week. Children will not eat lunch on site on a Friday but a packed lunch will be available to take away.

Uniform:

We know that many children will have grown out of school uniform and that Summer uniform may not have been purchased. The Government also highly recommends that clean clothes are worn each day by children and staff, therefore we understand the need to relax our uniform policy. However, we do think that there needs to be a distinction for many of our children between the emergency provision we have been running and school. Therefore, we are asking that children wear PE kits/sports clothes in as close to school colours as possible and that they wear trainers. We intend to spend as much time outside as possible and we don't want children to bring in additional clothes for PE.

Attendance:

Once the schools reopen, the emergency childcare provision that has been running at Ridgeway Farm will end and full day attendance will be expected, unless your child is on an agreed adapted timetable. Drop off and pick up times will be assigned. As your child will need to be assigned to a group, it is still important during this phase that you register your intention to send your child to school. This must be done through the School Office. They will then send you a form to complete. If you have already registered your child for the week beginning Monday 8th June, then you will automatically be sent a form to complete ahead of re-opening.

Children should bring:

- Packed lunches (in a disposable bag if not ordering one from school – no lunch boxes please);
- A named water bottle;
- A sun hat;
- Sun-cream if you require them to reapply during the school day;
- Any medication such as inhalers that went home before Easter.

They should not bring a book-bag or ruck sack or any other items in from home.

Behaviour:

We understand that children may find some of these protective measures a little uncomfortable and some may forget or find it tricky to stick to the rules. We have created a child-friendly way for children to remember 4 key rules which will keep everyone as safe as possible:

H - Hands - We wash them and we keep them to ourselves.

E - Ears - We listen to adults and do what they say.

R - Ready - We are ready - ready to learn and ready to be respectful.

O - Own - We use our own things and keep to our own space.



These are explained further in the video messages on the website and it is our intention to build these into our remote curriculum too.

Children will be rewarded for following the rules by earning Hero Points. Should children find it difficult to follow the HERO rules, staff will:

- Reflect on what is working and what isn't;
- Consider whether the child needs a personalised chart showing the 4 main rules;
- Make use of the additional adult assigned to the group (if possible) for access to the designated calm space outside;
- Consider whether additional resources need to be added to the child's tray;
- Update parents at the end of the day (via phone call not at the door) about the difficulties the child is experiencing and what we are doing to help and what we will try the next day;
- Let the Senior Leadership Team know that the phone call has been made.

We will communicate with you as soon as we spot that your child may be finding it difficult to follow the rules and we will all work together to do what we can. We will be a little more restricted than usual with some of the support systems your child may typically have access to during a normal school day. We will talk to you about that if we need to risk assess whether or not your child is safe on site. We will do all we can to accommodate this transition but, ultimately, we have a duty to ensure that all children and staff are kept as safe as possible and that involves everyone being able to follow the rules set out and parents knowing that we will enforce them.

Curriculum:

Initially, we will focus on rebuilding relationships, routines and expectations and we will embed the new rules. We will base the learning in school on the same projects that are set for those learning from home.

Communication:

The School Offices will not be open for anything other than handing over emergency medication. Messages should be emailed or phoned through to the School Office.

Preparation for children who will be attending school:

A lot of this guidance has been in place for children accessing the emergency provision at Ridgeway Farm but the increased numbers on site and the need to split into small groups and have assigned spaces will feel very different. We would ask that you talk to your child about this and explain that these actions are to keep the children and staff as safe as possible whilst we are still living with COVID-19. Our website has examples of resources you may wish to use to talk to your child about COVID-19 and social distancing and each school has also made a video for children and parents to watch so that you can see some of the changes to the site and the classrooms. We will let you know when this is available on the school website.

We would also ask that you let us know of any changes that have happened in your family during this time that may mean your child or your family requires some additional support. You should also inform us if your child has an underlying health condition (so that we can ensure our records are accurate) as a separate risk assessment will need to be completed.

We also ask that parents watch out for messages (ParentMail emails and text messages) ahead of each school day as due to the strict rules around staff not mixing with different groups, normal/typical cover arrangements for staff who are unwell or self-isolating will not be possible and where a safe alternative cannot be organised, we will have no other choice but to close a group if we are unable to staff it. We would obviously seek to avoid doing that but



without being able to share staff between groups, we are quite limited, as the vast majority of schools will be, as to what we are able to do.

Preparation for children who won't be attending school:

You may already have had a conversation with your child about why some children have still been coming to school whilst the majority have stayed at home. There are some resources on our school website that may help with this. We will ensure that the remote learning continues for those not yet attending. We do ask that parents keep in mind that once school reopens, most teaching staff will be assigned to a group and it will not be a fair expectation that they plan and teach the groups on site and maintain the level of communication that many have had with parents and children in recent weeks. We will do all we can to ensure that children learning remotely still have contact with their teacher and still have appropriate tasks and activities assigned to them. In preparation for reopening and knowing that we would have to achieve this balance, we have signed up for an online platform called Purple Mash and staff have received training so that we can move to using that this term. Further details will be sent at the end of the week about how to get your child signed up and what Purple Mash has to offer.

The online platform will replace the current school website remote home learning system from Monday 15th June but we will run the two systems at the same time until then. Learning will be set as a '2Do' so the children know what needs to be completed and by when. Any work set can be printed but many activities continue to be accessed without the need for a printer. Through the Purple Mash platform the children will continue to receive the weekly learning projects and class topic tasters (activities based on the curriculum planned for these terms). Our story recordings and weekly messages from teachers and TAs will continue to be posted on the school websites. The online platform will enable the children to upload photos or learning they have completed and also gives access to a wide range of games and activities that are applicable to their curriculum.

We are aware that the children have missed communicating with each other and so through the platform the children will also be able to email each other in a safe and controlled way. Staff will be able to see what the children have accessed and comment on the learning as they do now on the class emails. There will no longer be the need to email separately using the class emails as everything will be based on the online platform. Of course, the class emails will continue in this period of transition. The online platform also provides a library of additional eBooks for children who have exhausted the Oxford Owl eBook library.

We appreciate that this is a lot of information to take in and for some families with children in EYFS, Year 1 and Year 6, I know it will be disappointing to read that we are not yet in a position be able to bring your children back into school if they are not also within the first priority group. We want nothing more than to have our whole school family back together and we know that when that eventually happens, we will appreciate it more than ever. But for now, things have to be controlled, steady and measured and we will, as ever, respond to any new guidance as it is issued and keep you updated.

Thank you for your continued support.

With very best wishes,
Mrs Carly Luce
Headteacher

