



# Ridgeway Primary School

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Dear Parents

I wrote to you in July with initial plans for reopening the school in September for all children and promised an update would be issued by the end of August, following the final guidance from the government. I know that many of you still have questions that school has not been able to answer; but we have been working as fast as we can to finalise our plans and we are now in a position to share these plans with you.

Our plans are based on the Guidance for full opening of schools from the Department for Education which can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## What will September look like?

Following the latest government guidelines, we will be moving into larger bubbles in September. We would like to reassure you that the strict risk assessment, cleaning and rules will remain in place to ensure school is the safest place we can make it!

Although there has been a relaxation of the social distancing requirements for children, we will be upholding these for adults in schools and arranging the school day for the least amount of mixing possible. We feel this enables us to be extra vigilant in our approach to reopening.

We will have 4 bubbles:

- **BUBBLE 1 – EYFS:** This is our Rainbow Tots, Sunbeams Nursery and Reception children.
- **BUBBLE 2 – KS1:** This is our Year 1 and 2 children. There are 4 classes within KS1.
- **BUBBLE 3 – Lower KS2:** This is our Year 3 and 4 children. There are 4 classes within Lower KS2.
- **BUBBLE 4 – Upper KS2:** This is our Year 5 and 6 children. There are 4 classes within Upper KS2.

The children will form 'mini bubbles' in their own class groups during the school day and will have limited contact with children in other class bubbles. There may be occasions where it may be necessary for certain children to be grouped across a year group bubble for specialist teaching e.g. phonics, spelling. In this instance, children will either be on separate tables or front facing and a 2 metre distance will be maintained between children from different classes.

Staggered playtimes and lunchtimes will continue to minimise contact between bubbles and reduce the number of children on the playground at any one time.

Additional cleaning of shared spaces will take place between groups. Handwashing and hand sanitising will be a regular feature through the school day.

## Transition

For some children it will have been almost 6 months since they last attended school. Therefore to support a smooth transition back to school, we are staging the children's return:

**Wednesday (2<sup>nd</sup> September) – we will be holding 'Meet the Teacher' Appointments.**

This will be an opportunity for parents and children to have a conversation with their new class teacher to discuss any issues around home learning and any concerns or worries regarding the return to school. These conversations can take place face to face or by telephone.

From Wednesday 26<sup>th</sup> August 2020, parents will be able to book a consultation meeting by Parent Mail. Social distancing will be observed during these meetings. Appointments will be available between 8.30am – 4.30pm and will take place in the following locations.

	Location	Entry Point
Nursery	Classroom	Through French doors
Reception	Classrooms	Through French doors
Year 1	Classrooms	Through French doors
Year 2	Hall	Through Hall door
Year 3	Hall	Through Hall door
Year 4	Dance Studio	Through Studio Door
Year 5	Staff Room	Through Staffroom Door
Year 6	Dance Studio	Through Studio Door

We ask that parents do not arrive earlier than their appointment time. There will be ONE waiting area inside. If parents arrive early they may be required to wait outside. **We ask that parents wear masks during the meeting (there will be no requirement for children to wear a mask).**

For working parents, or those who would like to speak to their child's class teacher but do not wish to have a face to face meeting; it will be possible to arrange for the conversation to take place by telephone. If this is your preference, please book the appointment time on parent mail in the usual way and in the notes section state that you require a telephone appointment and provide the telephone number where you can be reached.

Each appointment will be 10 minutes long. To maintain social distancing, it is important that parents and teachers adhere to this timescale and do not overrun.

## Arriving at School

In order to minimise the number of adults on site, assist with social distancing and to limit contact between different bubbles, only **ONE adult** will be permitted to accompany their child onto school premises. **We request that all parents wear a face mask while on school premises when dropping off and collecting to minimise transition of the virus.** There is no requirement for children to wear face masks.

**Thursday (3<sup>rd</sup> September)** and **Friday (4<sup>th</sup> September)** – Children in Years 1 – 6 will attend school during the morning session only. (Nursery and Reception children have their own transition times which will have been received by parent mail, identifying attendance in either a morning or afternoon session on both days).

### Staggered Start & Finish times for September 2020

Please find below the start and finish times and the entrance and exit points for each class. **These arrangements will remain in place for the autumn term.** This will be reviewed ready for the spring term based on advice at the at time from the government.

PLEASE NOTE THE LAWSWOOD GATE MUST NOT BE USED AS AN ENTRANCE – THIS IS A DESIGNATED EXIT GATE

The finish times in RED refer only to Thursday 3<sup>rd</sup> & Friday 4<sup>th</sup> September 2020

We ask parents to be prompt on timings (but not early) to ensure we have no congestion.

Class Group	Start Time	End Time	End Time	Entrance /Dismissal
Year 1 – Rose	8.30am	11.45am	3pm	Hall door next to KS1 Playground <i>Enter from main gate; leave down steps and out of pedestrian gate</i>
Year 1 – Clover	8.30am	11.45am	3pm	Classroom door on KS1 Playground <i>Enter from main gate; leave down steps and out of pedestrian gate</i>
Year 2 – Daffodil	8.30am	11.45am	3pm	Blue Bridge door on KS1 Playground <i>Enter from main gate; leave down steps and out of pedestrian gate</i>
Year 2 – Thistle	8.30am	11.45am	3pm	Blue door under the bridge <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 3 – Holly	8.40am	12.00pm	3.10pm	Blue door on KS1 Playground <i>Enter from main gate; leave down steps and out of pedestrian gate</i>
Year 3 – Ivy	8.40am	12.00pm	3.10pm	Blue door under the bridge <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 4 – Hawthorn	8.40am	12.00pm	3.10pm	Blue door by the studio <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 4 – Laurel	8.40am	12.00pm	3.10pm	Blue door by staffroom <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 5 – Sycamore	8.50am	12.10pm	3.20pm	Blue door by the studio <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 5 – Birch	8.50am	12.10pm	3.20pm	Blue door by staffroom <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 6 – Oak	9am	12.20pm	3.30pm	Blue door by the studio <i>Enter from pedestrian gate; leave through Lawnswood gate</i>
Year 6 – Horse Chestnut	9am	12.20pm	3.30pm	Blue door by the staffroom <i>Enter from pedestrian gate; leave through Lawnswood gate</i>

### Siblings

We appreciate that the staggered start and finish times will be extremely tricky for some parents and we apologise for any inconvenience which these will cause. The purpose for these is not only to minimise the number of adults on site at any one time but also to prevent the mixing of bubbles within school. **This safety aspect must be our first priority.**

For those parents for whom this would be helpful, we are able to accommodate a sibling 'drop off' at 9am through the Hall door next to the Year 1 Playground; where all children within one household can arrive together. If parents choose to use this option, all siblings MUST come through this door together (please do not use a separate door for SOME OF YOUR CHILDREN). Please use the main entrance gate to access and leave down the steps on the bank out through the pedestrian gate. PLEASE DO NOT COME UP THESE STEPS FROM THE PEDESTRIAN GATE THIS IS A DESIGNATED EXIT ROUTE.

Please be aware that the sibling drop off time could potentially be very busy and we would request that where possible, parents bring children at the relevant time and entrance for their year group as this will allow greater social distancing.

Unfortunately, being such a large building with over 400 children, we are not able to provide a sibling collection time. To do so would involve children from several different classes in school needing to walk through the school, unaccompanied, to congregate at a single exit point. This would result in a significant crossing of bubbles and could potentially lead to a greater spread of infection.

We understand that this will result in some waiting around for some parents. Where possible we ask that you leave the school site during this time, particularly if you have travelled by car. Where parents need to remain on site we ask that you socially distance on the top playground and only approach the exit door at the required time.

If you have a child in Year 6 we ask that you consider allowing them to walk home unaccompanied or meet you at a point away from the school site which again would limit the waiting time for some parents and reduce the number of parents on the school site.

Again, we ask that when on school premises, dropping off and collecting that only one adult attends and that a face mask is worn.

### Break Time

We will not be providing break sales during the autumn term and the "School Fruit & Vegetable Government Scheme" cannot guarantee a service in September for those children in Nursery, Reception, Year 1 and Year 2. Therefore all children may bring a healthy snack to eat at break time if they wish. When we have an update on this, we will send out further communication.

Please also provide a clearly named water bottle daily.

### School Lunches

Children in Reception, Year 1 and Year 2 will be provided with a universal free school meal and will be offered a choice of a hot meal, jacket potato or a sandwich option. Children in Nursery and in Years 3 -6 will have the same option of a paid school meal or they can bring in their own packed lunch from home.

Class bubbles will continue to remain in one space in school for the majority of their day, which may mean that some children will eat lunch in their classrooms. Where children eat in the hall, each class bubble will be allocated their own table and tables will be cleaned between bubbles.

## School Uniform

From September, children will be expected to wear the full school uniform.

During autumn term, PE will take place outdoors. On PE days children will need to come to school wearing their PE clothes. This is to avoid PE kits being left at school and ensure they are washed regularly. Please ensure that your child has the correct PE uniform: **plain blue/ black joggers, a white T shirt and plain blue/black hoody (no logo) – variations on this will not be permitted.**

## Other belongings

Children may bring a bag to school with them if it is needed. This must remain in their locker during the school day. Each child will be provided with an individual wallet of equipment which will not be shared. **Personal pencil cases on desks will not be allowed.**

Children will continue to bring home a school reading book. When these are returned to school, they will be quarantined for at least 48 hours before being redistributed.

## The Curriculum

We will be supporting the children with their return through a specially designed 'Reset & Reconnect Recovery Curriculum' to re-engage pupils with their learning, address gaps in knowledge and understanding as a result of not being in school, as well as supporting pupil's mental health & well-being.

## Health & Safety

As part of our planned re-opening for all children we have updated our Risk Assessment. This can be found on the school website under the **Parent Tab > Coronavirus**

**If you have recently returned from any of the countries which have travel restrictions in place, please ensure that you complete the full 14 day self-isolation period before returning your child to school.**

## Communication with school

To minimise the number of unessential visitors into school, parents will still not be allowed to enter the school foyer. If you need to speak with a member of the office team, please call 01543 227170, or email [office@ridgeway.staffs.sch.uk](mailto:office@ridgeway.staffs.sch.uk). The office team will endeavour to reply to your query within 48 hours.

We will keep the web site updated with the most important information and we ask that you check this before contacting the school office.

Class teachers will still be available on class dojo during school hours to respond to urgent messages regarding classroom matters, please be patient when waiting for a response. Please only use this forum for important queries that relate directly to the class, or where the information cannot be found anywhere else.

## Before & After School Care

Due to Covid19, we have had to look at how we can provide wrap-around care at school so that government guidelines are met and the safety of children and staff is maintained.

We intend to maintain the 4 bubbles in school where possible. To do so, before and after School care will run in the school hall. Each bubble will be based at a different table. Parents will drop off and collect from the hall door.

If you have any queries in relation to this letter please email: [office@ridgeway.staffs.sch.uk](mailto:office@ridgeway.staffs.sch.uk)