

Dear Parent/Carer,

We are writing to let you know about what we are doing at St. John's to get ready to welcome all our children back to school full-time in September. We're excited about being able to come together as a school community once again.

The information in this letter is correct at the time of sending it. We may need to change it if circumstances change or there are changes to government guidelines. If that happens, we will let you know about any changes as soon as possible. We have done all our planning with the other schools in our trust and we have followed the trust's risk assessment process in doing so. The trust board has seen and approved our risk assessment. You can find a copy of it on the trust website (www.wellswaymat.com).

Throughout the planning process the safety of children and adults has been our over-riding concern. Our risk assessment has been based on the system of nine controls the government has asked us to factor into our planning to help minimise risks.

System of controls

This is the set of actions schools must take, based upon advice from Public Health England:

Prevention:

- 1.** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2.** Clean hands thoroughly more often than usual
- 3.** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4.** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5.** Minimise contact between individuals and maintain social distancing wherever possible
- 6.** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers **1** to **4** must be in place in all schools, all the time.

Number **5** must be properly considered and schools must put in place measures that suit their particular circumstances.

Number **6** applies in specific circumstances.

Response to any infection:

- 7.** Engage with the NHS Test and Trace process
- 8.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9.** Contain any outbreak by following local health protection team advice

Numbers **7** to **9** must be followed in every case where they are relevant.

As a trust we have planned to get children back as quickly as possible whilst giving time to ensure that they understand the new procedures and systems that will be in place for their safety, in line with the advice from Public Health. This will help to alleviate any anxieties they may have about returning to school after what for most children has been six months away from the classroom. In the first week of term, Tuesday 1st and Wednesday 2nd September are both INSET days which will be used for staff training and planning in preparation for the start of term. For the remainder of the week, children in years 1 to 6 will attend for an induction day and then will all be in full time from Monday 7th September.

In our school, we have agreed the following pattern:

Date	Year group
Tuesday 1 September	Staff INSET day
Wednesday 2 September	Staff INSET day
Thurs 3 Sept	Years 1, 3 , 5 only, in for induction day
Fri 4 Sept	Years 2, 4, 6 only, in for induction day
Mon 7 Sept	All year groups back in full time

The arrangements for children joining us in the Reception class are as follows:

Date	Year R
Tues 1 Sept	Staff INSET day
Weds 2 Sept	Staff INSET day
Thurs 3 Sept	9-30-10.30 - Group 1 (Stay and play, children only) 11-12 - Group 2 (Stay and play, children only) YR teacher and TA garden home visits when children are not in school.
Fri 4 Sept	9-30-10.30 - Group 1 (Stay and play, children only) 11-12 - Group 2 (Stay and play, children only) YR teacher and TA garden home visits
Mon 7 Sept	Mornings only YR teacher and TA garden home visits in the afternoon
Mon 14 Sept	Mornings - 6 children each day Lunch and afternoons - everyone in
Mon 21 Sept	All in full time

We will continue to organise the children into bubbles and the measures we will take are aimed to ensure there is minimal contact between the bubbles. In our school children will be grouped into bubbles as follows:

Infant bubble – YR, Y1 and Y2

LKS2 bubble – Y3 and Y4

UKS2 bubble – Y5 and Y6

The arrangements for each year group, 1 to 6, in September are as follows. We have already written to parents/carers separately about the arrangements for our reception class.

FOR CHILDREN IN YEAR 1	
Induction day Thursday 3 rd September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	Infant bubble (YR, Y1 and Y2). Except for phonics and lunch and playtime children will predominately be grouped with only Y1 children.
Classroom	Y1 classroom
Entrance/exit	Yellow route – map available on school website (double side gate on the field near the infant playground)
Playtime and lunch	10.15am-10.30am, 12pm – 1pm

FOR CHILDREN IN YEAR 2	
Induction day Friday 4 th September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	Infant bubble (YR, Y1 and Y2). Except for phonics and lunch and playtime children will predominately be grouped with only Y2 children.
Classroom	Y2 classroom
Entrance/exit	Yellow route – map available on school website (double side gate on the field near the infant playground)
Playtime and lunch	10.15am-10.30am, 12pm – 1pm

FOR CHILDREN IN YEAR 3	
Induction day Thursday 3 rd September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	LKS2 bubble (Y3 and Y4). Except for lunch and playtime Children will predominately be grouped with only Y3 children.
Classroom	Y3 classroom

Entrance/exit	Red route – map available on school website (Top gate on the Charlton Park entrance/exit)
Playtime and lunch	10.30am-10.45am, 12pm – 1pm

FOR CHILDREN IN YEAR 4	
Induction day Friday 4 th September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	LKS2 bubble (Y3 and Y4). Except for lunch and playtime Children will predominately be grouped with only Y4 children.
Classroom	Y4 classroom
Entrance/exit	Red route – map available on school website (Top gate on the Charlton Park entrance/exit)
Playtime and lunch	10.30am-10.45am, 12pm – 1pm

FOR CHILDREN IN YEAR 5	
Induction day Thursday 3 rd September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	UKS2 bubble (Y5 and Y6). Except for lunch and playtime Children will predominately be grouped with only Y5 children.
Classroom	Y5 classroom
Entrance/exit	Blue route – map available on school website (Bottom gate on the Park Road entrance/exit)
Playtime and lunch	10.15am-10.30am, 12pm – 1pm

FOR CHILDREN IN YEAR 6	
Induction day Friday 4 th September	8.50 am - 3.15pm
School day – Mon 7 th Sept onwards	8.50 am - 3.15pm
Pupil grouping	UKS2 bubble (Y5 and Y6). Except for lunch and playtime Children will predominately be grouped with only Y6 children.
Classroom	Y6 classroom

Entrance/exit	Blue route – map available on school website (Bottom gate on the Park Road entrance/exit)
Playtime and lunch	10.15am-10.30am, 12pm – 1pm

We are very aware that some children will find the return to school difficult and will be sending out a questionnaire to parents/carers that will help us to assess each individual child's needs. We will be looking very carefully at how we can support children's emotional needs as this will be an essential part of helping them to get back into learning. We also appreciate that some children and families will be anxious about the return to school. The questionnaire responses will also help us to understand these concerns so we can help all our children to get back into school, where they need to be. We will be sending you the questionnaire during the last week of the holiday so please look out for it and help us by completing one for each of your children.

The accompanying sheets set out the information about how our school will operate and what measures will be in place to prevent and respond to infection.

We hope this communication gives you the information you need to prepare your child for his/her return to school in September. If, however, you have any questions during the holiday please email them to enquiries@wellswaymat.com and we will endeavour to provide a response. Our trust website (www.wellswaymat.com) will also contain a section for parents/carers on frequently asked questions (FAQs) about the September return to school, which will be updated on a regular basis throughout the holiday.

Many thanks in anticipation of your support.

Yours sincerely



Claire Graham
Arlidge
Headteacher



Andrea

Chief Executive