

Head Teacher

Miss Emma Churchman

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Dear Parents,

We are looking forward to greeting everyone on **Monday 8 March**. Please read the information below which will explain how we plan to reopen and accommodate all children safely.

When we reopen, we do not need to apply social distancing measures for the children in their class or their bubbles. Schools are able to decide on the size of their bubbles. We will reopen with two bubbles.

Bubble One	Bubble Two
Reception , Year One and Year Two children	Year Three, Year Four, Year Five and Year Six children

Arrangements for the School Day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. Parents will need to ensure they park responsibly and ensure outside of the school they stick to the two metre social distancing measures.

We have implemented the following measures for when pupils return to school. Mr Francis, Site Manager, will be ensuring when parents and children enter the school gate they adhere to social distancing rules. There is a clearly marked entrance and exit which parents must use when accessing the school site.

Miss Churchman will ensure parents and children follow the instructions to enter the school building. Parents are not permitted inside the school building and will drop off children at designated areas.

Only one adult will be permitted to drop off and collect a child. Any sibling that has to come on site for drop off or collection must be under strict parental guidance and follow the social distancing measures in place.

We are asking that Key Stage 2 parents say goodbye to their child at the entrance gate and parents do not access the school site. If you believe this may be an issue for your child, then we ask you contact the school and we will discuss the arrangement together.

Timings

	Bubble 1		Bubble 2	
	Reception and Year 1	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
Teachers	Miss Elsdon Mrs Hall	Miss Hudson Mrs Dodwell	Miss Markham Mrs Mitchell	Miss Scrutton Mrs Pratt
Classroom	Small Blues	Holly Blues	Adonis Blues	Silver Studded Blues
Parent Drop Off	Playground: children walk to cloakroom with staff. Parents say goodbye at drop off points.	Playground: children walk to cloakroom. Parents say goodbye at drop off points.	Playground Entrance. Parents are not permitted on school site.	Playground Entrance. Parents are not permitted on school site.
Entrance	EYFS Entrance	Holly Blue Cloakroom	KS2 Entrance	KS2 Entrance
Start Time	8.50am to 8.55am	8.50am to 8.55am	8.40am to 8.45am	8.40am to 8.45am
Break Time	EYFS outside area	10.20am – 10.35am	10.40am - 10.55am	10.40am - 10.55am
Lunch Time	11.50am to 12.50pm	12.00noon to 1.00pm	12.15pm to 1.15pm	12.15pm to 1.15pm
Zone	Playground	Playground	Field	Field
End Time	3.10pm	3.10pm	3.20pm	3.20pm

PLEASE NOTE THAT FAMILIES WITH SIBLINGS IN TWO BUBBLES WILL COME TO SCHOOL FOR 8.40AM. FAMILIES WITH CHILDREN IN TWO BUBBLES WILL COLLECT CHILDREN AT 3.10PM. ALL FAMILIES TO ENSURE THEY COME TO SCHOOL AT THE CORRECT TIME.

When dropping off and collecting your children you will follow the one-way system on the playground. Parents will not be able to stop and form groups on the school playground or outside the school gates.

Arrangements for Break Times and Lunchtimes

- The children will not be permitted to mix with anyone outside their bubble.
- Children will sanitise their hands whenever they enter the school building.
- If equipment is used the staff in the bubble will ensure this is cleaned.
- Children are not permitted to bring any toys into school.
- Children can bring in a healthy snack for break time but it must be wrapped.
- The water fountains are not to be used. Children must bring a named water bottle.
- All children will eat their school lunch in the hall. The hall will be cleaned between bubbles.
- There will be no tuck shop on offer.
- Shared water will not be available on the table in the dinner hall.
- There will be no salad bar available.
- There will be no fresh fruit platters on a Friday.

The School Day

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- Each bubble has been allocated their own toilets to reduce the risk of cross contamination.
- There will be Zoom assemblies for the children twice a week.
- Reading books will be sent home weekly. All children will return books on a Friday and will receive a new book on a Monday. Book bags are only required in school on a Monday and a Friday.
- Children need to wear full PE KIT on PE days. All children will have PE sessions with Mr Dowsing and Mr Overett from Inspire Suffolk starting on Tuesday 9 March. Please ensure your child comes to school in their PE kit on the correct days. Black jogging bottoms and black sweatshirts are to be worn to keep the children warm in colder weather. The children wear white t shirts and trainers. Please see our website for uniform information if you are unsure.

Tuesday	Wednesday	Thursday
Small Blue PE	Holly Blue PE Silver Studded Blue PE	Adonis Blue PE

- **Children MUST bring in their own plastic pencil case. This must be named and left in school each day.** We will provide the contents for the pencil cases. These will be wiped down at regular intervals in the day.
- Children in Bubble Two must have a change of shoes for when the field is wet. These will be kept outside in the shoe store. Please ensure these are named.
- There will be hot meals available in school. Children can bring in a packed lunch. The cost for the school lunch is £2.30 for pupils in Years 3 and above, if you are not entitled to free school meals. If you are entitled to free school meals, you will need to make a claim for this from Year 3 onwards.
- Children will not need to wear face coverings and we will reassure children so they feel happy, safe and secure. All staff will be wearing face coverings in and around the school building. In the dinner hall and in classrooms the staff will wear visors.
- We ask that where possible children do not bring bags into school unless they are needed. Children are only bringing in water bottles, snack and packed lunch boxes. There should be no need for large bags in school.

Curriculum

When the children return on Monday we are not restarting the full curriculum, instead we are focussing on the children's emotional wellbeing. The teaching teams have planned a mini theme called "This is Me!" and this will focus on feelings, worries, friendships, changes and differences. In the afternoons, the children will engage in Science Week activities that will be lots of fun and hopefully take place outside. Once the children are settled then we will restart their current themes and engage in a full curriculum.

School Laptops

If you have been loaned a school laptop can we ask you return this on **Monday 8 March**. Please return these to the foyer and ensure you inform the office that it has been returned. These will then be cleaned and reissued if we have to close any bubbles.

School Books

Please return the books the children have used in lockdown on **Monday 8 March**. These will be quarantined and then will be stored for evidence for the school. The teachers have given feedback to the work via Teams so these will not be marked once the pupils return.

School Trips

There will be no school trips taking place until further notice.

Medicines

If your child is returning to school medicines must be returned on their first day back. If they come with no medicine they will not be permitted into school without it.

Birthdays

If it is your child's birthday, then they are permitted to wear non uniform on their birthday. They are not permitted to bring in any sweets for their friends.

Wrap Around Care

If your child returns to school, we can accept a child who attends breakfast club or after school club as we have been informed our children will be in their own bubble. Please can you inform us if your child will be using the Black Tiles childcare facility.

After School Clubs

Until Easter we will be using Inspire Suffolk for after school clubs. After Easter, if it is safe to do so, Ipswich Dance and Wild Cats Football will start.

Tuesday	Wednesday	Thursday
Bubble One Only Gymnastics This is full with a waiting list. 3.10pm – 4.10pm £2 per session	Bubble Two Only Football Outside for girls and boys. 3.20pm – 4.20pm £2 per session	Bubble Two Only Basketball Outside for girls and boys. 3.20pm – 4.20pm £2 per session

I hope that these arrangements provide you with the information you need, and we look forward to seeing you on Monday. You will appreciate that the safety of our school community is our priority. We must all work together to protect our families and staff.

If you have any questions regarding the reopening, then please contact the school office in the first instance.

Stay safe,

Miss E Churchman
Head Teacher