



Dear Parents and Carers,

With all of the conflicting opinions and advice, through the news and across social media platforms, you can be excused for being confused, concerned and completely bewildered about what will happen in schools over the next few months. Within this letter I intend to give you a level of reassurance about safety, hygiene and organisation, and also a relatively clear outline of my proposals for bringing pupils back in to Mundella Primary School.

Initially the Government were pressing that “if people can stay at home, they should” and, indeed, this message hasn’t really changed. However they are now asking people who can’t work from home to try and go into work, reducing some social restrictions and increasing the numbers of pupils in primary schools.

Mundella Primary School has been open all the way through the ‘Lockdown’, including the pupil’s half term break, providing support for some families on site, allowing access to packed lunches and our regular food bank, maintain the school site and administration, attending numerous Local Authority and Finance meetings and, in addition to these and many other routine activities, teams have been preparing work for pupils (placing it on the school website) and making calls to families to check in on pupil and family wellbeing. All of these activities will be maintained for the foreseeable future regardless of additional school opening.

All schools are different, their physical buildings, their location, the communities that they sit within, the people that work in them and; most importantly, the pupils that attend. I will be listening closely to the advice from the Department for Education and the Kent County Council in order to best judge what to do for Mundella Pupils and when to do it. However, my main priorities lay with doing what I feel will be the best options for our pupils, the school team and the community that we serve.

With the potential for the national, local and school situation changing very quickly, no matter what my plans are they may need to change on an almost daily basis. I will endeavour to give you as much notice as possible, should there be any changes, but I will thank you all, in advance, for your support and understanding should I ever need to make changes at short notice.

Although I have thought long and hard about how we will organise a return to school there are likely to be some decisions that may appear unclear. I am, at all times, attempting to look at the bigger picture and ensure that decisions have as little negative impact as possible. I have taken into consideration a gradual, safe and effective return for pupils whilst reflecting on the needs of my team and their families.

Please keep an eye out for emails, texts and updates on our Facebook page and we look forward to seeing your children back in school soon.

Good health and best regards,

Mr F E Westmorland

Headteacher

## Changes in a Nutshell

### Stage 1 Timetable – Expected from Monday 1<sup>st</sup> June

|                 | Monday, Tuesday, Thursday and Friday               | Wednesday | Other Changes  |  |
|-----------------|--|-----------|--|--|
|                 | Open   | Closed*   |  |  |
| <b>Drop Off</b> | <b>9:00</b><br>Rec A – W1, Y1 A – W2, Y6 A – Hall  |           | <ul style="list-style-type: none"> <li>• Staggered start/end</li> <li>• Different entrances (check details to the left)</li> <br/> <li>• One way system</li> <li>• Eating in Class</li> <li>• Staggered Breaks</li> <li>• Stay in 'Bubbles'</li> </ul> | <ul style="list-style-type: none"> <li>• Reduced adult contact</li> <li>• Own equipment</li> <li>• Own table and chair</li> <li>• Regular wiping of key areas</li> <li>• Additional cleaning</li> <li>• Additional bins</li> <li>• Absence checks</li> </ul> |
| <b>Pick Up</b>  | <b>12:30</b><br>Rec A – W1, Y1 A – W2, Y6 A – Hall |           |  |  |
| <b>Drop Off</b> | <b>9:30</b><br>Rec B – W1, Y1 B – W2, Y6 B – Hall  |           |  |  |
| <b>Pick Up</b>  | <b>1:00</b><br>Rec B – W1, Y1 B – W2, Y6 B – Hall  |           |  |  |

\*Monday to Friday, school will be available to support Key Worker children and some additional families.

If we have informed you that they are able to attend, **we will expect to see your children in school**. If you have informed us that you will be supporting them with learning at home **we will check in with you** weekly otherwise we will follow our usual procedures and call home if pupils do not attend.

|   |  |
|---|--|
| <p><b>Pupils Returning</b></p> <p>Open to Reception, Year 1 and Year 6 pupils first Classes will be split into two even groups Each group will be supervised and taught by a member of staff</p>  | <p><b>Hygiene and Routines</b></p> <p>Regular additional cleaning of surfaces<br/>Pupils will wash their hands regularly<br/>Toilets one at a time<br/>Open doors and windows for ventilation<br/>Dinners in class<br/>Normal school cleaning at end of each day<br/>Only school sweatshirt/cardigan<br/>Usual school footwear<br/>Sensible own choice of other clothes<br/>Good cleanliness and hygiene at home</p> |
| <p><b>Organisation of the Week</b></p> <p>Open Monday, Tuesday, Thursday, Friday<br/>Use all three of the school entrances<br/>Observe appropriate social distancing<br/>Arrive at the correct time<br/><b>AM/PM split days as more years rejoin school</b></p> | <p><b>Attendance and Responsibilities</b></p> <p>Pupils in on days expected<br/>Inform us if not attending<br/>Well planned routines at home<br/>Normal absence checks if expected</p>   |
| <p><b>Curriculum and Classrooms</b></p> <p>Curriculum will be age appropriate<br/>Activity sheets for those at home<br/>Classrooms will be different</p>  | <p><b>Attendance and Responsibilities</b></p> <p>Pupils in on days expected<br/>Inform us if not attending<br/>Well planned routines at home<br/>Normal absence checks if expected</p>   |

Additional information on later pages.

## Information in Greater Detail

(If very tiny writing)

### Pupils Returning

We have been asked to open to **Reception, Year 1 and Year 6** pupils first. As much as I have questions about the choice of these groups we will initially try to work with these groups.

**Classes will be split into two even groups** (A and B, e.g. RA, RB, 1A, 1B, 6A, 6B) and they will remain in those groups until we are advised that it is safe to increase class sizes beyond 15. Choice of groups is unlikely to be negotiable but please speak to us if you have any concerns.

**Each group will be supervised and taught by a member of staff** and we will make it clear which groups your children are in (either A or B). Initially, one member of the school team will supervise their 'bubble' on Mondays and Tuesdays and a second team member on a Thursday and Friday.

As and when numbers increase bubble guardians will remain with their groups for the whole week of mornings or afternoons.

### Organisation of the Week

I am choosing to open the school on **Monday, Tuesday, Thursday and Friday**. It is unlikely that these days will change until pupils return to **normal class numbers**.

**Wednesday will be used for planning, preparation, administration, additional cleaning and maintenance, staff meetings and communication.** Excepting those pupils that have been receiving support throughout the Lockdown period, most pupils will not be in school on Wednesdays.

We will be using **all three of the school entrances**; the door on Black Bull Road and both Walton Road gates, with each group being told which one they must use. There will also be a staggered start and end to the school day which must be strictly kept to.

**Please observe appropriate social distancing whilst waiting and take additional care when waiting near roads and ensure that you at the correct time.**

As and when we include additional year groups into school we will continue to be open on these days. However, unless we are advised to increase the number of pupils within each classroom, **we will move to a split day with groups A coming into school in the mornings and groups B in the afternoons.** Organising the school this way will enable us to work with more children as well as support families with school meals (these meals will be free for those eligible).

### Curriculum and Classrooms

Until all our pupils are in school, teachers will continue to produce activity sheets for those pupils remaining at home. These will, on the most part, look like the Homework Bingo grids but will often be supplemented with additional resources or information that may be accessed and used online or printed off to support you. In addition, we recommend that you continue to look at BBC Bitesize and The Oak Academy for lessons and resources to help keep your children up to date.

Curriculum in the classroom will be age appropriate and in line with the National Curriculum. However, because of patchy attendance and illness, these activities will be designed such that pupils do not easily feel out of place if they have missed a day or have only just returned. Wherever possible we will, however, make use of a broad range of resources such that learning is exciting and engaging.

Classrooms require a change in organisation such that we can maintain social distancing. This may appear a little unusual to your children but time will be spent helping them to feel comfortable and share why changes are needed. They will have their own space and own work equipment for the duration of these changes. If we

move to split days tables and chairs will be cleaned during the midday break.

### Hygiene and Routines

In addition to the routines for drop offs and bubbles etc we will be adding a number of tasks and activities in order to maintain as safe an environment as possible. **Regular additional cleaning and wiping** of surfaces throughout the school will happen at least 4 times a day and significantly more in high usage areas such as door handles.

**Pupils will wash their hands on entering and leaving the classroom** (even if they have washed them in the toilet) in order to ensure that hygiene levels are high. We will also keep contact with other children and adults down to a minimum; this will include eating in our classrooms, staggered break times with our bubbles, low staff rotation within bubbles and movement around school will only happen when necessary.

**Pupils will go to the toilets one at a time** but these areas will be supervised; allowing us to keep numbers and contact down leaving classrooms through doors to corridors and returning to rooms via external doors (own doors for those using Y1, and Y5 rooms, library door for those using Y2, Y3, Y5 and Y6).

Where practical and safe to do so, **doors throughout the school will be propped open and windows used to keep classrooms well ventilated.**

**School dinners will be delivered to classes.** These may not always be hot meals and will not be served on trays. Pupils are familiar with some packed lunches and bagged meals and we will try and inform you of what is being served in good time.

**Cleaning will take place at the end of each day.** High usage areas, and personal surfaces will be a particular focus and may well be cleaned within the day too.

**Please do your bit by making sure children maintain an effective regime of hand washing and cleanliness at home and particularly on the way into school.**

Recognising that uniform may be in short supply; and in order to make life a little easier with washing clothes, **school uniform will only need to be a sweatshirt or cardigan and the usual school footwear.** We do ask that all other clothing appropriate for school and the range of activities that pupils may well take part in; including going to the field.

### Attendance and Responsibilities

We would dearly love to have all our pupils back in school; and we are making every effort to ensure that we move towards that point as safely, reasonably and rapidly as possible. This current situation, however, is likely to last for some time.

It is important that you **support us in trying to maximise the educational opportunities for your children.** By either being in school or following a well planned routine of home learning your children are less likely to fall behind and more likely to find it easier to settle back into a normal school timetable (whenever that is). There are many benefits from your child being in school including seeing classmates and school staff, a change of environment and dedicated professional direction but I recognise that you may still be anxious about sending them in.

If we have informed you that they are able to attend, we will expect to see your children in school. If you have informed us that you will be supporting them with learning at home we will check in with you weekly otherwise we will follow our usual procedures and call home if pupils do not attend. At this point, the government does not intend to fine parents for keeping their children at home.

## Stage 2 Timetable – Expected later in June if possible

|  | Monday, Tuesday, Thursday and Friday                                | Wednesday | Other Changes  |
|--|---|-----------|--|
|  | Open  | Closed*   |  |
| Drop Off   | <b>8:40</b><br>Rec A – W1L, Y1 A – W1R<br>Y4 A – W2, Y6 A – Hall    |           | <ul style="list-style-type: none"> <li>• Staggered start/end</li> <li>• Different entrances<br/>(check details to the left)</li> <li>• One way system</li> <li>• Eating in Class</li> <li>• Staggered Breaks</li> <li>• Stay in 'Bubbles'</li> <li>• Reduced adult contact</li> <li>• Own equipment</li> <li>• Own table and chair</li> <li>• Regular wiping of key areas</li> <li>• Additional cleaning</li> <li>• Additional bins</li> <li>• Absence checks</li> </ul> |
| Pick Up  | <b>11:50</b><br>Rec A – W1, Y1 A – W1<br>Y4 A – W2, Y6 A – Hall     |           |  |
| Drop Off   | <b>9:00</b><br>Y2 A – W1, Y3 A – W2, Y5 A – Hall                    |           |  |
| Pick Up  | <b>12:10</b><br>Y2 A – W1, Y3 A – W2, Y5 A – Hall                   |           |  |
| Additional cleaning and getting ready for Groups B |   |           |  |
| Drop Off   | <b>12:30</b><br>Rec B – W1L, Y1 B – W1R<br>Y4 B – Blue, Y6 B – Hall |           |  |
| Pick Up  | <b>2:50</b><br>Rec B – W1, Y1 B – W1<br>Y4 B – W2, Y6 B – Hall      |           |  |
| Drop Off   | <b>12 :50</b><br>Y2 B – W1, Y3 B – W2, Y5 B – Hall                  |           |  |
| Pick Up  | <b>3:10</b><br>Y2 B – W1, Y3 B – W2, Y5 B – Hall                    |           |  |

\*Monday to Friday, school will be available to support Key Worker children and some additional families.



Stage 3 - Normal School Days with additional cleaning as needed – Expected ??