



Midsomer Norton Schools Partnership

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Executive Headteacher/CEO: Alun Williams

Registered Address: Norton Hill School, Charlton Road, Midsomer Norton, BA3 4AD

Company No: 7365778

19th May 2020

Dear Parents and Carers,

As promised in the most recent letter from Alun Williams CEO, I am writing to you to outline the measures we are taking at Trinity Church School to ensure we can reopen nursery, reception, Year 1 and Year 6 after the Whitsun half-term break. We have all been working collectively on risk assessments and planning documents to ensure the safety of staff and children on-site from June 1st. The risk assessments have been checked and endorsed by our health and safety and legal teams and are being constantly updated where new government guidance is issued.

The plans in school are very detailed as you might imagine and will be dynamic, as the situation in school changes. In the list that follows, I have attempted to share with you how we believe we can organise school for the safe return of children:

- **Arrangements for classes**

Based on the numbers we have received from the questionnaire sent out, children will be grouped as follows:

Acorns - Nursery Rooms, with Acorns staff and Mrs MacDonald

Year R - Chestnut and Cedar classrooms with Miss Southwell, Mrs Whitaker and Miss LeBrun

Year 1 - Willow and Cherry classrooms with Mrs Roberts, Miss Musgrove and Mrs Jackson

Year 6 - Maple and Redwood Classrooms with Mrs Jones, Mrs Howard and Miss Maggs.

- Key worker/vulnerable children not in these classes will be taught in the school hall with Mrs Meredith, Miss Stenner and Mrs Stockley.

Children will stay in these rooms for the day and be taught by their class teacher with the assistance of TAs. Children will be allowed to go out with the other half of their class at break and lunch and will always be required to keep 2m apart.

- **Social distancing**

We will endeavour to ensure that children remain 2m apart as per the government guidelines. Each class will be split into 2 groups with no more than 10 children (at present) in each classroom. Tables will be arranged so that each child has their own space 2 metres apart. Children will be expected to sit at their own desk and will have their own books/stationery etc on their desk. Social distancing will be maintained to the best of our ability.

Adults will maintain social distancing when working with children

- **Acorns Nursery**

Due to the impossible task of socially distancing preschool children, the children will move freely between two rooms, and in the outside provision. We will reinforce the importance of regular handwashing and hygiene through social stories and learning. The government limit for children is 15 in any group. We have fewer children timetabled for each session, which will help to ensure there is plenty of space between activities and children.

Lunches will be eaten in the nursery. Nursery children will need to bring in a packed lunch. The nursery entrance will be through the side gate where children will be escorted in and out by a member of staff, no parents will be allowed into the setting past the gate.

2 metre indicators will be marked out by the gate so that parents socially distance while waiting to drop off and pick up their child. Staff will follow social distancing rules between each other; however, this will not be consistently possible with the children.





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• Movement around the school

There will be minimal movement around the school. There will be no assemblies and children will only be allowed onto their allocated part of the field with their teacher/TA. Children will only be allowed to use the toilet in their pod and only 1 child at a time. No children will use the corridor unless accompanied by an adult and only for first aid or in the case of illness.

• PPE will not generally be worn in schools by staff or children according to the advice of the Government.

We do have supplies of PPE available for staff and they may choose to use this in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary.

• Hand-washing

Children and staff will be required to wash their hands on entry/exit to the school. There will be additional hand washing before and after break, before and after lunch, after the toilet is used and before leaving school. There is hand sanitiser and soap/water available in all classrooms.

Parents are advised to talk to their children about the importance of handwashing.

• Cleaning of the school

The school has been deep cleaned. Each work area/classroom has been provided with a cleaning kit.

All classrooms will be cleaned at the end of each day and deep cleaned at the end of each week. Teachers and TAs will also have access to cleaning materials for use throughout the school day. Tables will be cleaned before and after lunch and at other points during the day as required.

• Pick-up and drop off of children

On arrival at the pedestrian gate please line up outside, respecting the 2m social distancing rules. Only 1 parent per family will be allowed on site. Arrangements for dropping and collecting children will be staggered. **Please DO NOT come to school any earlier than your allocated time as you will not be allowed entry.** Each child's temperature will be taken as they enter through the pedestrian gate and if found to be above 37 degrees you will be asked to take your child/children home and self-isolate as per the government guidelines. Parents **will not** be permitted to enter school for any reason. No cars of parents or carers will be permitted in the school car park.

Morning drop off:

Time	Who?	Where?
8:30am	key worker/vulnerable children (those agreed by me and who are not in Reception, Year 1 and 6)	via the fire exit at the back of the hall (TASC door) where they will remain for the day.
8:45am	Year 6 Acorns	via the usual side gate via the side nursery gate.
9:00am	Reception class	via the usual side gate.
9:15am	Year 1	via the usual side gate.





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If you have children in more than one year group, **you must** arrive at the **earliest** allocated time and a member of staff will take both children. There will be 2m markers outside of all relevant gates to ensure social distancing is adhered to. Please **do not** allow your children to play with other children whilst queuing to get through the gates. You are respectfully requested to leave the school site as quickly as possible and not to socialise at the school gate and to maintain social distancing from other adults as you return home.

At the end of the day, collect your child from the same gate at the following times:

Time	Who?
2.45pm	Acorns and Year 6 (unaccompanied walkers will also leave at this time)
3.00pm	Reception class
3.15pm	Year 1
3.30pm	key worker/vulnerable children

If you have children in more than one year group, **you must** collect at the **latest** allocated time.

On Friday, the school will close early to be deep cleaned during the afternoon. Children need to be collected at the following times:

Time	Who?
11.45am	Acorns and Year 6 (unaccompanied walkers will also leave at this time)
12.00pm	Reception class
12.15pm	Year 1
3.30pm	key worker/vulnerable children

- **Lunches and snacks**

Packed lunches will be given to all Free School Meal and KS1 children and these will be eaten in the classroom. Non FSM children will be required to bring their own packed lunch, in a disposable bag which will be disposed of at school directly after lunch. There will not be an option to buy a school packed lunch. Nursery children will also need to bring in a packed lunch. No food or packaging will be sent home to avoid any cross contamination. On a Friday, packed lunches will still be provided for eligible children, these will be sent home with the children to eat.

Please send a healthy snack in with your child, in a disposable wrapper as there will be no school fruit delivery to school or access to the tuck shop. Every child will be provided with a new Trinity water bottle which will remain in school and be refilled daily.

- **Break time and lunch time arrangements**

Children will have access to the field with their year group at times throughout the day, including a morning break, lunch break and an afternoon break. Children will be 2m apart and will not be able to play directly with each other. The field will be marked out, and a variety of non-contact games will be available.





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- School uniforms will not be required as pupils **must** change their clothing daily. Children will need to wear clothing suitable for outdoor play and PE as they **must not** bring in a separate PE kit.
- Transition between key stages and schools will be arranged to follow the patterns that have been in place in previous years where possible.

For year 6, we are planning to have taster days before the end of the academic year and will send details about this to parents towards the end of June. Secondary schools in the Trust are contacting parents/carers to discuss issues relating to transition and you should have received a pack of information already if your child is attending one of the Trust secondary schools from September 2020.

- At this point, we will not be setting work for Reception, Year 1 and Year 6 children who remain at home as this would double the workload of staff. There is work available on the BBC Bitesize site and via the Oak Academy web site. We will keep this decision under review but hope parents will understand the difficulty staff face in trying to set work for multiple groups of children in different environments.

As a reminder, **all schools in the Trust will be closed for all children over the half-term break** and we will be **closing early on Friday of each week in the primary schools** to ensure time to deep clean and make arrangements for the following week. **(Please note that schools will continue to supervise and teach the children of key workers and those considered vulnerable on a Friday).** We are unable to offer wraparound care at this time, so **Breakfast Club and TASC will not be available.**

BANES Council have assured us that they will be able to provide transport as normal to and from school. Social distancing will be in force on buses and in taxis.

All enquiries should be made by either phone or email as there will be no physical access for parents/carers to the school office.

We will be sending out another survey to parents/carers this Wednesday to gather final numbers for attendance from 1st June. If children return to school on 1st June the expectation is that they attend every day unless they are ill. Staff and children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. If your child were to become unwell at school, they would need to be collected promptly.

Finally, we are attempting to do our very best to ensure social distancing between children and indeed between children and staff. As Mr Williams outlined in his letter to you last week, this will be very difficult to achieve. We cannot always guarantee this but have worked to minimise the possibility of it happening.

Thank you for your continued support.

Yours sincerely,

Michelle Parsons
Executive Headteacher

