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# “part of the Midsomer Norton Schools Partnership" Headteacher: Karen Bazeley

14th July 2020

Dear Parents and Carers

Last week you will have received a letter from Alun Williams CEO, following the guidance issued on July 2nd by the Government. This included information about such things as cleaning, PPE, school trips and parent evenings. I will not repeat that information. I am writing to you to outline the specific measures we are taking at Longvernal School to ensure a smooth and safe re-opening for **all** pupils in September. Additionally, I have recorded a video message for the children about what school will be like for them in the autumn. The link will be emailed separately.

We have all been working collectively on the revised risk assessments and planning documents to ensure the safety of staff and children on-site from September. Likewise, we have reviewed the curriculum and will ensure that this is well-paced, taking into account the break from school and emotional well-being. The plans in school are very detailed as you might imagine and will be dynamic, as the situation 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 all children:

**Arrangements for classes**

You will have received information about the class your child is going into. In addition to classes, children are to be arranged in ‘bubbles’. We will avoid any casual mixing of these bubbles.

Our bubbles are as follows:

* **Nursery and Reception** (both Longvernal and Norton Hill Primary Reception until October). These children will be allowed to use the same play and P.E. zones, eating area (Hall) and toilets, but indoors will have their own spaces and separate classrooms.
* **Key Stage One** (Oak and Chestnut classes) These children will share the same play zones, teaching areas and toilets. They will eat in their own classrooms
* **Key Stage Two** (Maple, Willow and Sycamore classes) These children will share the same play zones, teaching areas and will eat in their own classrooms. Maple and Willow will share toilets. Sycamore have their own toilets.

At Longvernal we have decided to organise our bubbles in this way as it will enable us to teach and target learning most effectively. Additionally it will help with logistics around playtimes and lunchtimes with regard to adequate supervision of all.

**Classroom layouts and equipment**

As explained in Mr. Williams’ letter, social distancing is now required less than previously; we have been told that classrooms can now be used with the normal number of children. Teachers will, however, where possible, largely be at the front of classrooms. Teaching Assistants are expected also to try to maintain a two metre distance although this will not always be possible, depending on the level of supervision required to support learning or an activity. Children with SEND will still receive additional support and intervention. Except in Nursery and Reception, tables will be arranged forward facing in rows to avoid the risk of any infection transmission being passed between individual children as per government guidelines.

**Hand cleaning**

Supervised hand cleaning will take place on arrival and then frequently throughout the day for both children and all staff. In addition, there will be several hand sanitizers strategically placed around the school for children and adults.

**School Day timings and parental access to the school site**

In order to keep everyone as safe as possible, the only parents or carers to enter the school site will be those of children in Nursery and Reception. These parents will be able to enter the school site at 8:45 am after the rest of the school has gone inside. Longvernal Reception (Holly Class) will enter through the Woodpecker Gate to be met by Miss. Nash and the Holly Class team. Longvernal Nursery (Acorn Class) and Norton Hill Primary parents will enter at 8.45 am via the alley gate to bring their child onto the playground where the teachers will be waiting to line up classes, socially spaced.

Please see table below for timings.

Please note that if you are dropping off by car you must DRIVE SLOWLY as it will be busy. If this instruction is ignored, we will have no choice but to stop the option of a car drop off.

NO PARKING ON SITE INCLUDING DISABLED PASSES.

Car drop off zone will only operate in the morning. If you are using this, please remain in your car with your child until you reach the steps by the main office. Please then support your child out of the car. Staff will be unable to open or close car doors. We appreciate that this will lead to queuing to drop off but your patience is appreciated.

**PLEASE NOTE:**

There will be no movement of vehicles (except residents) on Mandy Meadows between 3 – 3.35pm to ensure safety of pupils.

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| **Morning drop-off** | | | | |
| **Time** | **Social Bubble** | **Location** | **Entrance to use** | **Parents allowed on playground or school site** |
| 8.20-8.35 LATEST | Key Stage One | Playground- marked zone | Alley Gate unless arriving by car to drop off zone | No |
| 8.20-8.35 LATEST | Key Stage Two | Playground- marked zone | Top Gate unless arriving by car to drop off zone | No |
| 8:45 | Nursery | Playground- Nursery front patio | Alley Gate | Yes |
| 8:45 | Longvernal Reception | Woodpecker path and bank | Woodpecker Gate | Yes |
| 8.45 | Norton Hill Primary Reception | Playground marked zone | Alley Gate | Yes |
| **Afternoon Pick-Up** | | | | |
| **Time** | **Social Bubble** | **Collection Point** | | **Parents allowed on playground or school site** |
| 11.45 or 2.45  (unless paying for extra hours, if this is the case please speak to us directly) | Nursery | Alley Gate | | No  Nursery staff will bring children to the Alley gate to greet you |
| 3.00 | Longvernal Reception | Woodpecker Gate | | Yes  Woodpecker Gate will be opened at 2.55 for Reception parents only. Parents to wait on Woodpecker path and bank. Parents to be off site by 3.05 prompt so Key Stage One children can pass through. |
| 3.00 | Norton Hill Primary Reception | Alley Gate | | Yes  Playground only. Parents to be off site by 3.05 pm prompt to avoid congestion when other parents arrive. |
| 3.10 | Key Stage One | Bottom Gate | | Teachers will line children up and send them to parents when they see them standing waiting. |
| 3.10 | Maple Class | Top Gate | |
| 3.15 | Willow Class | Bottom Gate | |
| 3.15 | Sycamore Class | Top Gate | | Year 6 to safely make their way to their parent or walk home if that is their normal arrangement. |

**Breakfast and After School Club (Woodpeckers)**

I am pleased that we will be able to offer ‘wraparound care’ again from September. This will be available from 7.30am until 6pm (5.30pm for Nursery children). Children to be brought to the Hall door and collected from there also. Parents will not be able to enter the Hall. The tables will be arranged according to the 3 social bubbles, socially distanced and Covid advice around meals will be adhered to.

**Communication**

If you have an enquiry please email or telephone the office as you have done during closure. It will not be possible to speak to the teacher in person except Reception and Nursery. If you wish to speak to your child’s teacher please either ring or email the office to leave a message for the teacher. We appreciate that this is against our usual open door policy, however we are following guidelines to minimise the risk to all.

**Break time and lunch time arrangements.**

Hot lunches will be available as before or you may choose to provide a packed lunch. EYFS (Nursery and Reception) will eat in the Hall, all other classes will eat in their own classrooms. EYFS will then play in their zones. Key Stage 1 will eat and then go outside to play, Key Stage 2 will play first and then eat. Key Stage 1 & 2 play zones will be separate. Each bubble will use exclusive unfixed, cleanable equipment. The fixed play equipment will not be used initially.

**Uniform and Equipment**

Please do not send your child to school with items extra to requirements. No toys including soft toys.There will be no show and tell**.** Sun cream must be applied, if wished, at home before school. Stationery will be provided. In the case of Nursery children, please provide nappies and a change of clothes as usual. For Reception children, please provide a change of clothes. Forest and PE kits will need to be brought to school on the required day then be taken home and washed. Children are expected to wear uniform as usual. We usually have some spare uniform items that parents have donated once outgrown, so please contact the office if you are struggling to get sufficient uniform to be able to launder regularly – we may be able to help.

**After School activities/clubs**

We are hoping to be able to offer a range of after school activities in Term 1, run by staff, which will be free. However this will depend on logistics once term starts under the new Covid safety systems at pick up time. If we are able to run clubs, the focus will be primarily on outdoor, active clubs to promote fitness, well-being and teamwork following a period of uncertainty and change.

Returning to school in June for some year groups went smoothly owing to careful planning, together with close cooperation, patience and understanding from parents. I appreciate that the staggered timings are not as easy as usual arrangements but our priority has to be safety. We pride ourselves on being an inclusive and flexible school however **we cannot make exceptions** to the guidelines in this letter, even if your children are in different key stages.

Thank you for your understanding and continued support. I wish you all a lovely summer and I hope that you are able to find safe ways to have adventures and fun.

Yours sincerely

Karen Bazeley