Seven Fields Primary School

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RIVER LEARNING TRUST

Dear Parents/Carers

16th July 2020

I am writing to you to explain our current position regarding the full re-opening of our school from 3rd September 2020. We continue to take into consideration the Health & Safety of all staff as well as pupils whilst following the latest government guidelines and I believe it enables us to begin to get back to some form of normal working at the beginning of the academic year.

All of your children will have now had the opportunity to touch base with the school either virtually or through a socially distanced invite where they have been able to see how we function and what the new norm looks like.

From the 3rd September school will be open as normal and ALL pupils will be expected to attend.
We have reviewed our risk assessments including systems and procedures put in place in the eventuality of a child or staff member contracting Covid-19. We know the scientific advice about this and we are taking every precaution we can to minimise risk. As the lockdown rules ease we are still taking appropriate precautions on site. These will include staggered start and finish times although these will be tighter than before, separate entrances and exits and the formation of larger bubbles. We will follow the guidance set out by the government here. I hope this letter will go some way towards reducing any anxiety you may still have.

There will be two staff INSET days at the beginning of the academic year as normal. This will allow new staff rejoining the school to be fully compliant with our well established Covid-19 routines.
We will communicate our approach to all staff in school to receive adequate training on the new procedures that are being put in place to support pupil and staff health and safety.

Our approach

- Pupils will still be organised into bubbles but these will obviously be larger than before.
- Pupils will be sat at tables within classrooms, wherever possible, these will be facing the same way rather than organised into groups.
- Children will remain in their bubbles all day and be taught by the same teacher for the majority of the time.
- There will no longer be the need for a Key worker group as all pupils will return back to their normal classrooms.

The timings for the school day will change to the following:

Class	Start time	Finish time	Notes
Mrs Still	8.45am	3.15pm	Main gate, top terrace and enter by the atrium door.
Miss MItchell	8.30am	3pm	Main gate, top terrace and enter by the atrium door.
Miss Goss	8.30am	3pm	Main gate, down the hill and enter by the classroom.
Miss Bickle	8.45am	3.15pm	Main gate, down the hill and enter by the classroom.
Mrs Crane/Mr Hanks	8.45am	3.15pm	Main gate, down the hill and enter by the classroom.
Miss Smith/Miss Roberts	8.45am	3.15pm	Enter by the main Office door.
Miss Jessop	8.45am	3.15pm	Enter by the main Office door.
Mrs Keye	8.30am	3pm	Main gate, down the hill and enter by your classroom door.
Miss Peapell	8.30am	3pm	Main gate, down the hill and wait at the far terrace/outside your classroom.
MrDonnelly/Mr Quinn	8.30am	3pm	Round the back of the hall and wait outside the Learning Zone room.
Nursery sessions	Morning 9-12pm	Afternoon 12.30-3.30pm	Enter by Preschool door at the front of the school.

Lunch times will be staggered as followed

Bubble	Lunch eat in class	Lunch outdoor play
Reception	12pm	12.30pm
Reception/Year 1	12pm	12.30pm
Year 2	12pm	12.30pm
Year 3/4	12.30pm	1pm
Year 4/5	12.30pm	1pm
Year 6	12.30pm	1pm

Seven Fields Primary school is an academy which is part of the River Learning Trust which is an exempt charitable company limited by guarantee registered in England and Wales with registered company number 7966500 and its registered office is c/o Gosford Hill School, Oxford Road, Kidlington, Oxfordshire OX5 2NT

Catering

- School lunches will be delivered to the external spaces outside of classrooms by the catering team.
- The arrangements will return to normal so if you think you are entitled to FSM and haven't applied or you are the parent of a child who is moving into Y3 you will need to re-apply for FSM entitlement.

Cleaning

- There will still be regular cleaning during the day. Our cleaners (who have done a fantastic job to date) will be on site throughout the day as well as the normal evening cleaning procedures.
- Furniture in classrooms will be rearranged to enable more pupils to attend but it is likely these will be organised in rows rather than groups.
- Where age appropriate to do so, children will be working independently rather than with a friend, or in a group.
- Soft furnishings, or equipment that cannot be easily cleaned will remain absent from classrooms.
- We will provide each pupil with their own appropriate equipment. Please do not bring in any items from home.

Hygiene

- Both our catering staff and cleaning staff will continue to wear Personal Protective Equipment and it may be worthwhile explaining to your child the reasons for this.
- All staff will continue to model regular hand washing and good hygiene practices to your child. Children will still be expected to wash their hands at least 6 times a day.
- Staff will continue to socially distance themselves from your child and each other whenever possible.
- We will encourage your child to do the same and would ask for your support in this matter.
- Hygiene equipment such as tissues, hand gels and cleaning equipment will continue to be available in all classrooms.
- There will continue to be restricted access around school.

Breakfast Club

It is our intention to continue with Breakfast Club from September. We will update you with further information once we have more details.

Next Steps

There will be signage around school encouraging social distancing and there will be no access onto our school site without a prior appointment. Please ring the office if you wish to make an appointment. Any adult on site will be expected to adhere to our social distancing measure and hygiene protocols. As you can imagine, this year has been extremely challenging and the further preparations we make to the school environment will mean that in September we won't be fully running as normal. However, attendance at school is vital and now that the government has downgraded the Covid-19 alert, we are confident that as a school we have all the mitigations in place to make sure your child returns to a welcoming, happy and secure environment. We look forward to seeing them on the 3rd September.

Yours most sincerely,

Mr DJ Booth