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| Tregony C P School  Back Lane  Tregony  Truro  Cornwall  TR2 5RP  Phone/Fax: 01872 530643  Email: secretary@tregony.cornwall.sch.uk  www.tregony.eschools.co.uk  **Head teacher: Mrs K Douglass**  (1:1 BA Hons in Education) |

19th May 2020

Dear Parents/Carers,

Firstly, may I thank you for your emails and I am sorry that I have not been able to respond to them all individually. Please rest assured that I appreciate and support your individual reasons when faced with the difficult decision on whether to send your child/ren back to school during this uncertain time. However, I hope that this letter can offer you some reassurance with regards to how we plan for a return to school.

In response to your feedback regarding online learning, we have discussed and reflected on this as a staff. Some requested Zoom lessons and/or Google Meet. Unfortunately, this is something we cannot facilitate for two reasons: only one member of staff has a camera on their work computer and, due to safeguarding reasons, we are not permitted to use personal devices. Moreover, whilst we know that a few schools are doing this, NAHT guidelines advise against it due to safeguarding and the safety of this platform with young children. We do, however, continue to communicate with your children using Google Classroom and Dojo. Please can I also refer you to one of my earlier emails and links on Facebook that listed many online games and resources to supplement work which is set by teachers. We are also happy to provide paper based work and have done so for those who have requested. Please email your child’s class teacher if you would like us to organise this. Additionally, for those of you who requested that you do your own thing, this too is fine. All we ask is that you keep in contact so we know you and your children are okay and are engaging with learning in your own way.

I apologise for the length of this letter but feel that, in order, for you to make an informed choice about whether your child attends school on June 1st, you need a full picture of the systems and procedures we will have in place to minimise risks to your children. Following on from the Government’s announcement that schools should plan for a phased return along with guidance from The Department for Education, we have been working to create a plan to reopen the school for Reception, Year 1 and Year 6, along with pupils of key workers. As a school, and a MAT, we must adhere to Government recommendations regarding the priority of these year groups.

I know that many of you have requested further details about how the school will be minimising risk and what the structure of the day will be. In order to comply with the DfE’s guidance, we will need to make alterations to the school day and organisation of the classrooms. Therefore, when your child/ren return/s to Tregony Primary School, either on 1st June or later, the structure will be a different experience from that which they are used to. Despite this, we are working hard to make the school a welcoming and happy place.

Arrival, Dismissal and Timings

In order to reduce congestion at the school gate, there will be a staggered start and pick up from school (see table below). We have developed a one-way system where parents and pupils enter via the usual entrance but should follow the arrows to exit from the side gate by Class Porthcurnick. Parents and pupils will need to socially distance and adults are not permitted in the school building or allowed to gather on the playground. Only children should enter the school building via their cloakroom, where they will wash their hands on arrival. There will also be two metre markers to support pupils. All pupils and parents will be greeted warmly and supported by a familiar member of staff so that your children feel safe and secure.

**Arrival:**

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| --- | --- | --- | --- |
| **Time** | **Year group/groups** | **Class** | **Teachers** |
| 8.30 am | Key workers | Porthcurnick Class | TA rota |
| 8.40 am | Year 6 | Porthluney Class | Miss Worledge and Mr Marriott |
| 8.50 am | Year 1 | Summers Class | Mrs Kent and Mrs Hancock |
| 8.50 am | Reception | Towan Class | Miss Robertson and Miss Mulroy |
| 9.00 am | Pre-school | Pre-school | Pre-school |

**Dismissal:**

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| --- | --- | --- | --- |
| **Time** | **Year group/groups** | **Class** | **Teachers** |
| 2.50 pm | Pre-school | Pre-school | Pre-school |
| 3.00 pm | Reception | Towan | Miss Robertson and Miss Mulroy |
| 3.00 pm | Year 1 | Summers | Mrs Kent and Mrs Hancock |
| 3.10 pm | Year 6 | Porthluney | Miss Worledge and Mr Marriott |
| 3.20 pm | Key workers | Porthcurnick | TA rota |

Pupils of Keyworkers

It is important to highlight that pupils of key workers (in years 2,3,4 and 5) will be mixing with different children, as this is a facility that is used by different children on specific days for childcare purposes. This will be staffed on a rota basis by teaching assistants. You will need to book a place for your child on a weekly basis so that we can ensure staffing ratios. The online booking form will be sent out in due course. Key worker pupils should also wear school uniform and may bring a packed lunch or order a school packed lunch. They will work on the home learning that has been set and participate in more relaxed activities during the afternoons.

Classes

Within the DfE’s guidance, the Government has acknowledged that social distancing of very young children is not possible. To support pupils with this, we will be reducing class sizes, and using different timetables and approaches to reducing the number of children any individual may come into contact with. Children will be placed in ‘bubbles’ of no more than 15 children (but mostly less). Rooms have been arranged to separate tables and plan independent activities/work with equipment that is easily cleaned and personal to children. Some toys will be placed in Milton overnight. Each room will have a cleaning station, which staff will use frequently to maintain hygiene throughout the school day. Doors will be hooked back so they are not touched and windows will be open to ventilate. Where possible, pupils will remain in the same room with the same, limited number of staff. We aim to utilise the outdoor areas as much as possible. However, pupils will not be able to mix with other ‘bubbles’ either in class or on the playground. To support this, we will have staggered break times with different areas used. Whilst we will endeavour to support and actively encourage social distancing, we cannot guarantee this. We will, however, be embedding clear routines of social distancing, handwashing and using tissues when coughing or sneezing etc. Staff will not be wearing PPE unless a pupil is experiencing symptoms of Covid-19, where they will be chaperoned in a private room until they are picked up.

In order to minimise spread, and should you decide to send your child back to school at a later date (rather than on the 1st June), we would require a 7-day notice period so that we can plan for this as safely as possible.

Equipment

Pupils will be expected to wear school uniform, as we consider this to give them a sense of normality. Guidance suggests that this should be washed daily. However, we do appreciate the demands this places on you! We ask that each child brings in a named, filled drinks bottle and a snack each day. They will also need to bring a reading book that will remain in school. PE kits should be brought in and taken home at the end of the week. Pupils will be discouraged from sharing to avoid cross contamination. No other equipment should be brought into school (including toys and pencil cases). We will not be sending reading books home to further reduce the risk of cross contamination. However, we will continue to provide online reading using Bug Club.

Lunchtimes

Pupils may bring their own packed lunch or the school kitchen will prepare a cold, school packed lunch, consisting of a range of pasta pots, sandwiches, rolls and wraps, fruit, yoghurt, biscuits and cakes. These must be ordered in advance and can be paid for through bank transfer (email: [dkirby@tregony.cornwall.sch.uk](mailto:dkirby@tregony.cornwall.sch.uk)) or in a named envelope which should be given to the class teacher by your child. Packed lunches will be delivered to each class and pupils will eat them in class or outside. All Key Stage 1 pupils are entitled to this free of charge, as part of their universal free school meals along with pupils who are entitled to free school meals. All pupils who are eligible for free school meals, but who are not attending school, will continue with their weekly hampers. Please note that there will be no provision until the 3rd June so that the catering company can carry out their own risk assessments so pupils will need to bring their own lunch in on the 1st and 2nd June.

Illness

If you or a member of your family shows symptoms of Covid-19, please follow the self-isolation guidance (see the link below) and report this to the school. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The most common symptoms of coronavirus (COVID-19) are a recent onset of any of the following:

* a new continuous cough
* a high temperature
* a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you should self-isolate at home. If you or your child (aged 5 and over) have symptoms of Covid-19, you can ask for a test to check if you have the virus (please see the link below).

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

Teaching and Learning

If you choose to send your child back to school, teachers will be delivering a similar content to the online learning that is being set. During this unprecedented time, we do not have to follow the National Curriculum. However, we plan to continue with our maths and English coverage as much as possible with a focus on fun, relaxed tasks in the afternoons. With teachers spending time in class as well, there will be less available support throughout the day for those participating in home learning and this is something we will constantly review.

Visitors to School

In order to reduce mixing groups of pupils and potential exposure to the virus, there will be no wrap-around-care, clubs, walking bus, assemblies, visiting teachers, music tuition etc. We also ask that parents do not enter the building. If you need to communicate with the class teacher or myself, please email or call the school office (01872530643) in the first instance. Otherwise, an appointment can be made in advance so we can ensure social distancing.

Transport

If your child/ren use/s school transport, this will be provided as usual. However, please email [dkirby@tregony.cornwall.sch.uk](mailto:dkirby@tregony.cornwall.sch.uk) to confirm revised timings to fit with our staggered arrivals and dismissals.

Safeguarding

If your child is in Reception, Years 1 and Year 6 and will not be attending school, please can you email [dkirby@tregony.cornwall.sch.uk](mailto:dkirby@tregony.cornwall.sch.uk) to confirm this so that we can continue with our usual safeguarding protocols. If we do not hear from you, usual safeguarding procedures will apply.If you would like to see our full risk assessment, it can be found on our school website.

I would like to reassure you that we are confident that we can put these measures into place whilst also making our school a welcome and happy place for you and your child/ren. Despite the press opinion that teachers and staff do not want to go back to work, we really can’t wait to welcome you and your children in our classes once more!

I appreciate your patience and continued support and know that these times pose challenges and pressures for many families, but myself and the staff at Tregony School look forward to seeing you and your children again.

Yours sincerely,

Kate Douglass

Headteacher

