

*The best you can be, every day.*

Wednesday 27<sup>th</sup> May 2020

Dear Parents/Carers

Further to my letter dated 22<sup>nd</sup> May 2020, I write with further details regarding arrangements for our return to school on 1<sup>st</sup> June.

## Planning for a 'return to normal'

Since my letter last week schools have received further information, from both the Local Authority and the DfE. These have enabled us to provide pupils, parents and staff with some key documents and information. I have uploaded the documents to our school website for your information:

<https://www.northdowns.surrey.sch.uk/page/?title=COVID%2D19+Policies+and+Guidance&pid=543>

I am sure you will understand that there have been many factors which have been necessary to take into account in order to plan for next half term. Along with safety measures such as rigorous hygiene and cleaning routines there have been many other considerations which have included group size, deployment of staff, allocation of rooms and outdoor areas and use of equipment and resources. In order to meet social distancing requirements:

- children will be in classrooms with no more than eight pupils. *It will not be possible to swap your child to another group and/or days.*
- An adult will be allocated to each group.
- The children will remain in their groups through the day with staggered drop off and pick up, staggered breaktimes and lunchtimes.
- They will remain within their allocated classroom and outdoor area, with as much learning undertaken outside as is possible.

*Please understand that your child(ren) may not be with their class teacher and that the Year 6 children will not be able to 'mix' with the other Year 6 class group who are in on the same day.*

It is important for you to appreciate these changes so that you can support your child in understanding that school will be quite different for them, although we will all be trying our absolute utmost to ensure it is the happy, caring and nurturing environment they are used to. To that end we have also attached some resources which you may find useful in supporting your child(ren) prior to their return next week.

## Our arrangements for return from Monday 1<sup>st</sup> June will be as follows:

*All children will be required to wear school uniform. No PE kit necessary, other than trainers. Please do not bring any personal items in from home (this includes mobile phones), other than packed lunch if needed and NAMED water bottles.*

- **Children of our Critical Workers:**

Will be able to arrive at school between 8.30 and 9.00, as some may have siblings who are also attending in either Years 1 or 6. *The staff allocated to the key worker group are Mrs Boyer, Miss de la Hoyde, Mr Evenden, Mrs Farrant, Mr Skinner, Mrs Tubb, Miss Warren and Miss Winslade.* These pupils will be based in either the Year 3 block (for Years 4 -6) or the Year 1 and 2 classrooms (Years



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R-3). They will use either the top or lower playground at break and lunchtimes, along with the outdoor classroom. Mr Wade and I will be at the front of school to meet and greet and to direct children to their allocated areas.

- **Year 6 pupils:**

Have been split into two groups alphabetically - A and B. *The staff allocated to Year 6 are Mrs Clarke, Mrs Coles, Mrs Cummins, Mrs Judd, Mrs PH, Miss Preston, Mrs Shakeshaft and Mr Webber.* Group A will attend Monday and Tuesday and Group B will attend Thursday and Friday. Year 6 pupils will be based in the Year 5 & 6 block, in either their classroom or a Year 5 classroom. The Year 6 pupils will use the field at break and lunchtimes. Mr Wade and I will be at the front of school to meet and greet and to direct children to their allocated area.

- **Year 1 pupils:**

Have also been split into two groups alphabetically - A and B. *The staff allocated to Year 1 are Mrs Chapman, Mrs Deeks, Ms Gahan, Mrs Goodwin, Mrs Lucas, Mrs Ogston, Mr Schmitt, Mrs Tolan and Miss Tubb.* Puffins will attend the Leigh base and Penguins the Brockham base. Penguins will use the Year 4 block and the eco-field at break and lunchtimes. Mr Wade and I will be at the front of school to meet and greet and to direct children to their allocated area.

## What about drop off and pick up time?

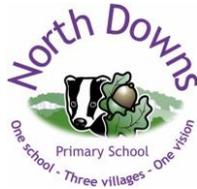
### BROCKHAM BASE ONLY

	Drop Off	Pick Up	Gate
Key Worker Children	8.30 - 9.00	3.15	Main Gate
Year 6	8.30 - 8.45	3.00	Field/playground Gate
Year 1	8.45 - 9.00	2.45	Main Gate

- Pick up for Key Worker pupils will be at 3.15. However if you would like your child(ren) to leave with siblings at either 2.45 or 3.00pm please email the school office at [returns@northdowns.surrey.sch.uk](mailto:returns@northdowns.surrey.sch.uk)
- To reduce the number of adults outside school, we ask that only one parent/carer drops off and picks up each day.
- Parents / pupils are encouraged to walk or cycle to school where this is practical. If this is not the case, we ask that parents 'park and stride' to avoid congestion at the front of school. Volunteers from BERT will be on Wheelers Lane each morning and afternoon to support the school in helping to minimise contact and mixing between groups of pupils and parents.

### LEIGH BASE ONLY

	Drop Off	Pick Up
Year 1	8.45 - 9.00	2.45



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- Again, we ask that parents 'park and stride' to avoid congestion at the front of school. Please drop off and collect your child from the area at the front of school which will be marked out clearly. A member of staff will be there to greet your child in the morning.

## What about safety in school?

- Please do not come into the school office areas at any of the sites. If you have messages or questions please call the school offices or email [info@northdowns.surrey.sch.uk](mailto:info@northdowns.surrey.sch.uk)
- If you think you or your child may have symptoms of Covid-19 infection **DO NOT SEND YOUR CHILD INTO SCHOOL**. If a child feels ill during the day parents will be contacted if staff feel they are not well enough to be in school. **If you have recently changed emergency contact details please ensure you pass this information to the school office.**

I hope this letter, along with attached information, answers any questions you may have had regarding our return on 1<sup>st</sup> June. However, if you have any further queries please do not hesitate to contact us. Thank you for your ongoing support and understanding.

Yours sincerely

Mrs J L Douglass  
Headteacher