



Dear Parents/Carers,

Please read carefully as this letter contains detailed guidance and instructions for the full re-opening of the school to all year groups on Wednesday 2nd September.

As you know we will be reopening to all year groups and have designed a plan for our school which aims to minimise the amount of people on the school site at key points of the day. We have set this information out in a table below. We have a large site and a large number of children, parents and staff to keep safe. Members of staff from each year group will be outside to welcome your children into school and guide them to their classes. Using free flow times for certain year groups enables us to keep large groups to a minimum. You can arrive any time within the set time for the year group, which will also allow you to collect other children. We appreciate that some parents may need to bring small children on to the site. Childminders will be able to drop off/collect children and our wrap around care provider Playcare hope reopen in September, **please contact Margaret for further details on 07914780804**

Year Group	Staff	Start time	Finish time	Entrance/Exit point
Nursery AM	Mrs Ferris Mrs Quigley	8.45am	11.45am	Nursery
Nursery PM (from 10.9.20)		12.15pm	3.00pm	Nursery
Reception	Miss Farries Mrs Carson Mrs Darglish Mrs Fazakerley Miss Garbutt	9.30am	WB 2.9.20 12.30pm WB 7.9.20 2.30pm	<b>Key Stage 1 yard</b> <i>If you have another child in school, your time slot will be 3.00pm to enable you to collect them. Please email <a href="mailto:classEFR@burnopfieldsc.hool">classEFR@burnopfieldsc.hool</a> if this applies to you.</i>
Year 1	Miss Bingley Miss Oxnard Mrs Coulson	Free flow start between 9.00am-9:30am	Free flow finish between 3.00-3.30pm	<b>Key Stage 1 yard</b>
Year 2				
Year 3	Mr Gibson Mrs Gardener	Free flow start 9.00am -9:30am	Free flow finish between 3.00-3:15 pm	<b>Year 3 /4 yard</b>
Year 4	Mr Gray Miss Alsop Mrs Maughan	Free flow start 9.00am -9:30am	Free flow between 3:15 and 3:30pm	
Year 5	Mrs Gray	8.45am	3.05pm	<b>Main gate to car park</b>



	Mrs Errington			and through to playcare entrance(Parents must leave children at gate)
<b>Year 6</b>	Mrs Marley Mr Robertshaw Mrs Jones	8.45am	3.05pm	Pedestrian gate and through main door (Parents must leave children at gate )

**We have outlined some of the key principles from the DfE guidance for your information.**

- Children will be in year group 'bubbles'. This means that they can stay in their own class but mix with the children in their parallel class as they are part of the bubble.'Bubbles' can not mix with other year groups in our setting: this is so we can trace everyone who has been in contact with anyone who is diagnosed with COVID 19 if there is a confirmed case in that year group bubble
- If we have a diagnosed case in school we will seek advice from Public Health England and inform members of the bubble of the next steps.
- Children must not attend school if they are unwell/displaying symptoms e.g. high temperature and must seek a test from the NHS and inform us of the result, this includes children under 5.
- Remote learning will be provided on Google Classroom for individual children or year groups if they have to self-isolate for 14 days. In the event of a national or local lockdown this will also be the case for the whole school.
- Lunchtimes will be slightly different to keep year group bubbles separate. Classrooms will need to be utilised for eating spaces in order to maintain social distancing.Meal will be preordered (details on Friday letter this week.)
- Staff can cross bubbles where needed (e.g part time staff, PPA cover) so your child may have more than one member of staff across their bubble
- Children are required to wear their normal school uniform. The guidance encourages clean clothes to be worn each day where possible. PE kits should be sent into school at the beginning of term and will be sent home at the end of half term.
- The children will all enter and exit school at staggered times and at designated points. This must be strictly adhered to.
- Children in Year 5 and 6 have permission to walk home from school and are encouraged to do so to limit the adults on site. Please ensure you have completed a consent form which has been emailed from the current class teacher. If not, children will be dropped at the gate as detailed in the table above.





- Children will have what they need on their desks so there is minimal movement around the classroom, washing hands and accessing toilet facilities excepted.
- Social distancing will be adhered to around toilet areas with markings on the floor.
- Homework will be sent out electronically or will be based online.
- Children will be asked to wash their hands regularly throughout the day in classrooms.
- Staff administering first aid or care needs may be required to wear PPE
- Parents will not be permitted to enter the school building at any point during the school day unless by pre arranged appointment (all communication must be done via phone call, post box outside the front door or email to the school office).
- Break times will be staggered so there is no mixing of year group bubbles.
- There will be no key stage assemblies or large gatherings.
- Children will be asked to wash their hands and will have any lunchboxes wiped down upon arrival at school.
- Children are asked not to bring their own pencil cases etc into school as they will be provided with what they need by staff.
- Water bottles should still be brought into school.
- Bags for PE kids may be brought in and left in school where possible
- Any school enquiries should be made by phone to the school office between 8.30am and 4.00pm. For any teaching queries, the class email can be used.

**Remember - Only 1 adult per family for drop off/pickup Please stick rigidly to times.**

Please be patient with our new systems as it may take longer to dismiss the children until everyone becomes familiar with the procedures. The new system is for the health and well-being of everyone.

Kind Regards,

*Mrs Catherine Thompson and Mrs Rebecca Brunton,  
Acting Co Head Teachers*

