

**Buxted Church of England Primary School**  
Hurstwood Road, Buxted,  
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**Acting Headteacher:** Mrs H Simpson



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[www.buxtedce.e-sussex.sch.uk](http://www.buxtedce.e-sussex.sch.uk)

Thursday 21<sup>st</sup> May 2020

Dear Parents and Carers,

I am writing to inform you of the planned re-opening of the school on the 1st June 2020.

The main priority has been to ensure that the school is as safe as possible for staff and children when returning to school. It is for this reason that not all of the year groups that the Government has announced will be returning to school on the 1st June, but will instead be phased back in to school. Buxted will be ensuring that we are able to provide social distancing within rooms and keep children in smaller separate groups, essentially creating bubbles, which will not be able to mix throughout the school day and within their time at school.

The Senior Leadership Team have looked at a number of different plans before devising a final plan, to ensure that we have followed Government requirements as well as union documentation, which has been very thorough. We have also had to prepare each and every classroom for social distancing, so that we can adhere to tables being 2 metres apart within rooms, as well as a one way system in the narrower parts of the school corridors. We are also using every single room within school to ensure that all groups of children mentioned in the Government's directive is able to be in school, as well as the key worker group.

If your child is returning to school from other year groups, as you are a key worker, can you please email the school office to let us know, so we are able to ensure we have sufficient room and staffing in place.

Every aspect of the school day has been considered, as well as the way pupils are moved around the school, to enable each group of pupils to remain in their bubble. For most classrooms, a maximum of 12 pupils can be realistically fitted in to a room at a social distance of 2 metres. This will mean that your child may not have their class teacher. We have also had to use every single teaching assistant allocated to a bubble, to support pupils throughout their time in school.

On the 1st of June, the only pupils who will be coming in to school are year 6. This is so that we can see how it will work in practise with an older group of pupils, before introducing further children in to the school. On the following week, Oak class will be able to return on Monday 8th June, followed by Apple class on Wednesday 10th June onwards.



When dropping children off, we will be using the carousel system so that parents do not have to leave their car. This is so that we can protect our staff further. Children will be staggered when dropping off and collecting, so that we can ensure social distancing is in place. Please contact the school office via email or telephone if you need to send a message. Parents will not be allowed on the school premises to reduce the risk further to other children and staff. Parents are not permitted to make contact with any of the adults at the gate, due to social distancing and not to cause a distraction.

There will be muster points for dropping off and collecting, so that children are kept apart. This will allow more than one year group to be dropped off at once. Children will need to stand apart at their muster point and hands must be washed on arrival in school, as well as using anti- bac gel. Children will be asked to wash their hands throughout the school day for 20 seconds each time.

Children will then be entering their allocated classroom through different entry points, to ensure bubbles do not mix throughout the day. Playtimes have been staggered and we are using different outside areas to ensure groups do not mix. We are also lucky to have such a large outdoor space so that children can use these areas for lunch and have sufficient space for their bubble. Staff have been organised so that they remain with their bubble throughout the week. Should a member of staff be unable to come in, this could potentially mean that the whole bubble may not be able to attend school that day. If this is the case, school will let you know as soon as possible, as social distancing must be followed and the risk assessments for the school.

Your child will need to wear comfortable, casual clothing so that they will be able to do P.E in, such as leggings, shorts, T- shirts and trainers. Crop tops are not permitted or strappy sandals. This is because a lot of outdoor learning will be taking place. We have been advised by County to inform you that clothing should also be changed daily to reduce the spread of infection.

All children need to be provided with a packed lunch, unless they usually order from the school kitchen. All meals provided by Chart wells will be a choice of packed lunch, as all groups will be remaining with their bubble and eating in their allocated outside area. If it is raining, children will be remaining in their allocated area.

Please ensure that your child has a **named** water bottle in school, as well as labelled sun screen that can remain in a tray underneath their desk. Please apply sunscreen before coming in to school. P.E equipment has been organised in to bubbles, so this is not mixed. All children will be provided with equipment to use and this will remain with them. Pencils and rulers for example, will not be allowed to be mixed. Reading books will also remain in school and will not be allowed to go home. Please do not allow your child to bring in a book because of cross contamination purposes, unless they are school books that need to be returned. A tray will be organised to put these in to. If you have one of our new reading books purchased for KS1 or one of the top 100 books, please return these to school.

Classrooms are arranged to adhere to social distancing. (See photo's attached at the end of the letter.) Tables have been positioned 2 metres apart and there is disinfectant in each and every classroom. Tables will be wiped down regularly and toilets have been given careful consideration. Once children are within a bubble and have been allocated a place in the classroom, they will remain at their station to keep germs to a minimum. Class teachers have already divided their classes in to two groups, but if numbers are very low coming in, one group may be formed to begin with. As more children attend school, we may need to either add to a bubble or make a new group.

Year groups will be arranged as follows:

**Yew:** Year 5 and 6 classrooms. These groups will not be mixed and will remain in two separate bubbles. They will use the main KS2 toilets which have been separated in to A and B toilets within them. Groups will not be allowed to mix when using the toilets.

**Apple:** Year 3 and 4 classrooms. These groups will not mix and children will use the toilets attached to their classrooms. These will be split in to A and B toilets.

**Oak:** Current classroom and year 1 classroom. These groups will not be mixed. The main toilets in the classroom will be used, along with the disabled toilet for the group in year one.

All classrooms have been set up with tables 2 metres apart. Teachers will be teaching the children the importance of hand washing and social distancing that they need to follow whilst at school.

The following drop off times and collection times have been organised to ensure social distancing:

<b>Group</b>	<b>Date returning</b>	<b>Arrival time</b>	<b>Collection time</b>
Yew	Monday 1 <sup>st</sup> June	8.40- 9am	3.15pm
Apple	Wednesday 10 <sup>th</sup> June	9am - 9.20am	2.45pm
Oak	Monday 8 <sup>th</sup> June	9am -9.20am	2.30pm
Key Workers	Monday 1 <sup>st</sup> June	8.40 - 9am	3pm

Please ensure your child is dropped off promptly and collected, so that we are able to take children in before the next group arrive. If you miss your time slot, you will have to wait until 9.20am to drop your child off. Children will be getting out of their cars or if walking or cycling, coming in through the main entrance to the muster point, where their allocated teacher will be waiting. We cannot allow children to arrive before their drop off time, as children will be unsupervised and we will not be able to enforce social distancing rules. If you are dropping off a family or collecting, all children will be able to be dropped off or collected at the same time. We will arrange for families to be at the gate on the first slot of collecting. For example, if you have a child in early years and year 6, both children will be waiting at the 2.30pm collection time to be collected together from the carousel collection point.

Whilst we are making every effort to adhere to social distancing and ensure that the school is as safe as possible, we cannot guarantee this will always be the case. First aid will be required during the day and for the younger year groups, they will find this more difficult than year 6. From the Government document, implementing protective measures in education and childcare settings, *'We know that unlike older children and adults, early years and Primary age children cannot be expected to remain two metres apart from each other and staff. In deciding to bring more children back to Early years and schools, we are taking this in to account.'*

Staff will be permitted to wear PPE if they wish to, as this is a requirement from the Unions. The Senior Leadership Team have also carried out a number of comprehensive risk assessments to ensure the site is as safe as possible. This includes cleaning throughout the day and the use of equipment, staffing and the way the school site is organised. As I am sure you can appreciate, class teachers will now be with groups of children. Seesaw will be in operation for those year groups not attending school as well as those who may not return to join their peers in school. Class teachers will be uploading work on to this in the usual way, but will be teaching. Therefore, the majority of feedback and marking will be carried out by teaching assistants, so will not be as extensive as we have had previously.

If your child displays any of the Covid 19 symptoms, please do not send them in to school. They should be kept at home for 7 days and the entire family for 14 days. Tests will be available for families to confirm if this is Covid 19. You must advise the school if this is the case. Confirmed cases of Covid 19 will mean that the entire bubble must remain at home for 14 days for self - isolation.

If your child becomes poorly whilst in school, they will be taken to the isolation room, which is the library and will remain in there with a member of staff from the bubble, until they are able to be collected. Staff are permitted to wear PPE if this is the case, in order to protect themselves. Pick up point will be the wrap around room door. If this is a confirmed case, all parents and carers of the bubble will be informed and children and staff will have to remain at home for 14 days.

Thank you to those who have replied to the survey that was sent home last week. If you have since changed your mind about your child coming in after hearing the arrangements we have in place, please can you email the school office as soon as possible, so we are prepared. We will be unable to inform you about the groups beforehand, as we are still gathering numbers.

Thank you for your continued support.

Mrs H. Simpson

Acting Headteacher



Only one chair will be occupied, the other to place a tray.

