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An Academy in the Good Shepherd Trust
No 08366199

www.ashleyschool.org.uk

21 May 2020

Dear Parents/Carers

I have been keeping you informed over the past few days on a number of issues and you are aware that we have now planned to open Ashley for Reception children from 2nd June, if we are given the go ahead. This has taken an immense amount of planning.

Whilst not all parents agree with the plan, it is a plan, and you will have noted that different schools are doing things in different ways. We have gone with DfE's requirement that this is about getting the youngest children back into school first.

The information about our opening is probably best presented in as few words as possible, and as a numbered list.

If you are a key worker and your child (in Y1 – Y6) needs to attend Ashley, you may send your child to school as part of the 'priority group'. We may ask you for evidence of your employment, such as an ID badge or a payslip. Please see below for information on the priority group. If you haven't used this provision before and wish to send your child from 1st June, you should complete the online form by 7pm each Thursday for the following week. The link has been emailed before and is in the email with this letter.

There is no requirement for parents of Reception children to send their child to school. We will take the register daily and may contact parents just for a welfare check. Reception parents will receive an email during half-term or, at the latest, on Monday 1st June to tell them which group their child will be in and their start and finish times.

Summary

- Ashley will open for Reception children from Tuesday 2nd June (if government says so).
- Children in the priority group (key workers' children, etc.) may continue to use our provision, including half term and Monday 1st June.
- Home learning opportunities will change for Y3, Y4 and Y5 from June.
- We will make an announcement about Y1 and Y6 children returning as soon as we can.
- It is possible that school will be open for all children in late June/early July, but we have no details yet.
- The impact of reopening the school safely in the current circumstances is to diminish its capacity. Capacity in terms of the number of pupils that can entertained safely onsite. Effective usage of physical space is diminished because the Social Distancing rules. Further, the capacity in terms of deployable staff is also reduced because the new class is now effectively a 15 pupil bubble and not a class of thirty. These are not constraints that can be readily overcome without changing the Guidelines.



1. The Department for Education has asked schools to plan for reopening. This will happen if the '5 key tests set by government' show that it is safe to do so. Full details for parents and carers are available here: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june> We understand the announcement will be made on 28th May.
2. This is our plan if we are asked to open.
3. Monday 1st June will be a staff preparation day where staff will receive training on protocols and procedures, as well as prepare classrooms and new learning areas.
4. Ashley will remain open for all children in the priority groups. These children will be able to attend school on Monday 1st June, and every day, until the end of term on Tuesday 21st July.
5. Children in Reception may return to school on Tuesday 2nd June. The three Reception classes have each been split into two groups. These six groups are now 'bubbles' and these bubbles will not mix. Each group of up to 15 children will have one teacher and one or more learning support assistants. Those adults will remain within that bubble until further notice.
6. Each of the six Reception groups will be based in either a Y1 or Y2 classroom. To support social distancing as best we can, rooms will have a formal layout without allowing for group/carpet areas. Whilst tables and chairs are equally spaced, it is not possible to maintain a distance of 2m between children. All children will be encouraged to socially distance but this will be particularly important between children and adults.
7. Reception pupils who were attending our priority group provision will move to their Reception group, leaving Y1 to Y6 children in this group, which will be taught in a Y5 classroom.
8. Parents will be asked to bring children to school at a particular time and collect at a particular time. This is to reduce the number of adults on the site and to reduce mixing of children.
9. All parents and children will enter the premises through the small gate to the left hand side of the car park entrance and walk along the front of the school. Markings on the ground will remind children and adults that they should keep apart from other families. Parents in the priority group will say goodbye to their child at the old main entrance (there will be a sign) and then continue walking along the same path to exit at the big pedestrian gates. All other parents and children will keep to the right, past the office and onto the playground.
10. If a parent in the priority group has a Reception child as well as an older child attending Ashley, they may drop the Reception child off from 8.50am with the older child and s/he will be taken to their Reception group at the appropriate time.
11. On the playground the parent should take the child to the appropriate classroom door, standing behind a line marked on the ground, 2m from the door. They should say goodbye to their child and the child will go into the classroom. An adult will be at the door, but will only be able to talk from a distance. When leaving the premises, please keep to the right.
12. Adults in school will be unable to help the child into the classroom and parents will be unable to go inside.
13. Please do not enter the premises before the following times:
 - a. Priority group: 8.50am in the morning, 3.10pm for pickup
 - b. Rabbit A, Hedgehog A, Squirrel A: 9.00am in the morning, 2.30pm for pickup
 - c. Rabbit B, Hedgehog B, Squirrel B: 9.10am in the morning, 2.40pm for pickup
14. It is important that parents do not congregate - please keep 2m apart.

15. Pickup locations will be the same as drop off locations and parents should enter through the same smaller gate at the end of the day.
16. The school day will be 5.5 hours for Reception classes. Being unable to mix adults between groups, teachers and LSAs will remain with their group throughout the day.
17. All children in school should come in clean clothes every day. We would like all children to wear school uniform from 2nd June, but items may be substituted for own (sensible) clothes where they cannot be clean the next day.
18. A hot lunch will be provided (free) for all children (unless a packed lunch is brought in). This will be served in individual boxes in the hall and children will go in and sit only in their group. Tables will be disinfected before being used by other children.
19. Any play or activity outside will be within a restricted area and children between groups will not mix.
20. If a child in Reception needs physical intervention from an adult, this will not be possible (although health and safety of the children would over-rule any restrictions). If a child runs away and will not come back through verbal instruction, we will call the parent and ask them to intervene. This may mean taking the child home.
21. If a child needs first aid, the adult in the classroom/outside will wear appropriate personal protective equipment, including gloves and face mask, and will administer simple first aid. Should the incident be more serious, or should a child show symptoms of being unwell, trained first aiders will deal with the child wearing full PPE and will wait somewhere outside for the parent to arrive. If necessary we will call for an ambulance. Any child showing signs of coronavirus is required to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
22. Each group of children will have their own equipment and play resources. They will not mix. Equipment will be cleaned daily. Toilets will be allocated to each group and these will be cleaned regularly throughout the day.
23. Should a child or adult in a particular group test positive for COVID-19, that whole group will be required to self-isolate for a two week period. We will be informed if we need to extend that to the whole year group.
24. Reception parents do not have to send their child to school. Failure to attend will have no consequences and no fines will be imposed. We will complete a welfare check on any child not coming to school.
25. Home learning, provided by Reception teachers for Reception pupils at home, will cease from 21st May. Children who are not at school may use Oak National Academy, BBC Bitesize, and other resources.
26. Each Reception group will have a teacher and one or more LSAs. This means that we are drawing on teachers from other year groups to teach in Reception. Some Y3 and Y4 teachers will be teaching in Reception and some Y4 and Y5 teachers in the priority group. This means that the online learning opportunities for Y3, Y4 and Y5 will change. One of the year group teachers will manage the learning and activities for the entire year group and will not be able to mark or respond to work in the same way that has been happening. Whilst this does not benefit Y3, Y4 and Y5, it is recognised as a consequence of opening school for Reception pupils. If we open school for Y1 later, this will have a similar consequence for Y2 and Y6.
27. Parents should not visit the school office unless it is absolutely necessary. Visits to the office should be by appointment only. Please use the telephone or email to communicate.
28. Siblings of children in Reception (those in Y1 to Y6) are unable to attend school, unless they are in the priority group.

29. No child or member of staff should attend school if any member of their family develops symptoms of COVID-19.
30. Children and adults will be encouraged to wash their hands regularly. There is adequate provision for this.
31. Children who are extremely clinically vulnerable and currently shielding should continue to shield. Children who are clinically vulnerable and children who live with someone who is clinically vulnerable (including those who are pregnant) may attend. Parents should seek medical advice if they are unsure.
32. Any child (5+) or adult with symptoms of coronavirus may be tested - please see <https://www.gov.uk/apply-coronavirus-test>
33. We are unable to open school safely for Y1 or Y6 at the moment. We will continue to plan and risk assess that provision.
34. Some secondary schools are planning on admitting their new intake (Y6) in late June/early July. We do not yet know if any of our schools are doing this.

Classrooms have begun to be set up ready for the Reception children:



We look forward to seeing many of our Reception pupils back at school on 2nd June, and wish you all a happy half-term away from school work!

Yours faithfully

A handwritten signature in black ink that reads "A Clark".

Mr A Clark
Head Teacher