



NEW STREET, BRET FORTON

EVESHAM

WORCESTERSHIRE

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Telephone: 01386 830418

Email: [office@bretforton.worcs.sch.uk](mailto:office@bretforton.worcs.sch.uk)

*'Learning at its heart'*

## Re-opening of school from Monday 1<sup>st</sup> June for Reception and Year 1 children

Tuesday 18<sup>th</sup> May 2020

Dear Parents,

I am writing to you following on from the recent announcement that schools will be re-opening to children in Reception and Year 1.

Since that time, school leaders across the Multi-Academy Trust have been digesting information provided by the DfE, liaising with other local Headteachers and liaising with the Local Authority in order to formulate a plan going forward to make this happen in a way that is safe for both children and staff members. I have detailed below the process by which we will reopen; this is guided by the principles and directives we have been given by the Government. My intention in sending this letter to all parents is that you will all have an understanding of the process, how we will operate safely and how we will move forward over the coming months. In assembling this plan, we have followed national guidelines, recognised international good practice and also established risk assessments that identify and minimise any potential risks.

### Safety of children

The safety of your children is our prime concern as we begin the re-opening of school. If your child has been advised by a medical professional that they should NOT return to school at present, this advice must be followed. If your child has a health condition that may make them vulnerable to infection, you must use your judgement as to whether you wish them to attend school or not. We would also ask that parents be mindful of their own child's health; if any of the symptoms of Covid 19 are present, your child should not come in to school and we should be informed immediately. If a child or member of staff lives with someone who is shielding (clinically extremely vulnerable – those with a GOV. letter) then they should NOT be attending school. If any child has a cough/temperature/feels unwell at school, they will be sent home. They will need to self-isolate for 14 days, or until tested negative. In the event of a positive test, all children in that group will be sent home and will need to self-isolate for 14 days.

### The weekly timetable

In line with Government guidance, children will be in groups of no more than 15 at any one time and will stay with their group for the whole of the day. Owing to uneven sizes of the Reception and Year 1 age-groups, we will split them into two equally sized groups which will be in different rooms. One group will use the Hedgehog classroom led by Mrs Hancock and Miss Haines, the other will use the Otter classroom led by Mrs Bridge and Miss Ellis. We realise this may be unsettling for some children and would appreciate your support in preparing them for these changes. We will issue further information and guidance on this once we are closer to our restart date.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Bretforton Village School</b>	Reception and Year 1	Reception and Year 1	School closed	Reception and Year 1	Reception and Year 1
<b>Bengeworth Academy</b>	Children of verified Key Workers				





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Following government guidelines, the two groups will not be permitted to mix during the day and will have separate playtimes and lunchtimes. Adults will not swap between groups during the day and the same adults will work with each group on all four days.

School will be closed all day on Wednesdays to enable deep cleaning and for staff to have statutory planning and preparation time.

### **Safety precautions within school**

Children do not need to wear face masks or personal protective equipment – this is in line with national guidelines. They will be encouraged to wash their hands on an hourly basis - you may wish to send your child in with moisturiser to prevent dryness. Soap, hand sanitiser and tissues will be provided for children to use in school. Wherever possible, the children will be kept at a distance of 2 metres from each other and the two groups on site, will not come into contact with each other.

### **Dropping children off and collecting them**

In order to protect staff and children, the arrangements for drop-off and collection will be changed for the foreseeable future.

School will be open from 8.45am. You will NOT be able to congregate in the area outside the school office. Parents will need to wait outside of the main school area – cones will indicate safe waiting distances. Mr Riley will be at the white exterior gates and will allow children entry family by family. Parents will not be allowed to accompany their children onto the premises as the limited space means that social distancing cannot be maintained. A teaching assistant will escort each child to their classroom. Please note – government guidelines state that one adult should accompany each child to school. If you are dropping your child off by car, you will need to join them to wait to be admitted to school; children cannot be left unaccompanied outside of school.

At 3.00pm, the same system will apply. Parents will need to wait outside the school; we will return children one by one to you – a queuing system will be in operation, observing social distancing. If you are going to be late for pickup, please ring through to the office so we are aware.

### **Systems within school**

Children will be socially-distanced as much as is possible during their time in school. We will ensure that rooms are well ventilated and hand sanitiser will be available in all rooms. Children will only be allowed to go to the toilet individually. Please reinforce to your child the importance of following the very important rules regarding toilet hygiene, hand washing and social distancing. All soft toys have been removed from the classroom as they cannot be cleaned hygienically – children must not bring any in from home.

### **Personal belongings**

Reception and Year 1 will use school equipment but this will be limited, in order that we can be as safe as possible. They should not bring any personal belongings other than their snack, washed and filled water bottle and lunch with them.

Do not return any school books at present. We will notify you when we would like you to do this. Please use online resources for reading material wherever possible at home.

### **School office and school meals**

As we will have limited office admin support initially, the school office will be closed. If you need to contact school, please use the regular school number and we will respond when we can. Unfortunately, we are also unable to provide any hot dinners for the immediate future and all children attending school will need to bring a packed lunch with them. This includes any children in receipt of Free School Meals. Milk and fruit will also not be available, so please provide your child with a snack and water bottle filled at home.





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### **Re-introduction of other year groups**

As a school, we will be led by national instructions but will also operate in a manner that is safe for your children, re-introducing year-groups when it is safe and practical to do so. This may result in the Reception/Year 1 groups attending LESS than they will be initially, as we will have more children to manage into groups of no more than 15, with the same number of staff and rooms.

### **Children remaining at home**

We will continue to provide home learning for all children who remain at home (Years 2 to 5 initially and also any children in Reception and Year 1 who have not returned to school on Monday 1<sup>st</sup> June). This will be shared on the school website as before.

### **Children of key workers**

Childcare for those children whose parents are key workers, but are not at present returning to school, will be provided at Bengeworth Academy. There are limited spaces available as social distancing and group sizes also apply to those children. Please email me if you require childcare from Monday 1<sup>st</sup> June. You will be required to provide evidence of key worker status and also, if relevant, which days of the week you work. For Hedgehog children who are in school Monday, Tuesday, Thursday and Friday, if you are a key worker, we will try to make childcare arrangements for Wednesday at Bengeworth Academy.

I apologise that this is a lengthy letter with a great deal of information for you to digest but, in order to comply with safe practice and to ensure the safety of your children, this is all essential. If you have any questions about the contents of this letter please email me using the email address [kriley@bretforton.worcs.sch.uk](mailto:kriley@bretforton.worcs.sch.uk)

We acknowledge and appreciate all the support that you have given us so far during this unprecedented crisis and thank you in advance for your cooperation as we move forward to the next stage of our plans.

Warm regards,

Kevin Riley  
Head of School

