



21 May 2020

Dear Parents and Carers,

Potential Re-opening of School for Nursery, Reception, Year 1 and Year 6

May I start this important letter by thanking you all for your continued support and patience during what I am sure you would agree have been uncertain times for everybody. Following the Government's announcement that their intention is for schools to partly reopen on 1st June, I am writing to share with you the arrangements which have been put in place following a robust risk assessment process involving the staff, Governors, Local Authority and the various Unions.

I trust that the arrangements outlined below will provide you with the information you need to support your child to return to school, should you choose to send them. The Government will be making their final decision on 28th May and while we prepare for re-opening from 1st June, it is important to recognise that this is a fast changing landscape and as such I will respond to any changes in guidance as they are announced and communicate with parents as soon as possible.

To help us manage the efficient return to school, we are planning re-opening with the view that if you choose to send your child to school it will be full time; i.e. all week. To facilitate this planning please email your year group class teacher using the class email address (for example millsclass@elthamce.greenwich.sch.uk) every Thursday to indicate your intention for the following week. This will allow teachers to plan appropriately and the school to know the number of pupils expected on site.

I can reassure you that we have done all we can to minimise risks; making the safest decisions that we can for pupils, staff and parents. Socially distancing children, particularly young children, from each other, is nigh on impossible; however, I hope that the details included here will alleviate some concerns you will naturally have regarding the organisation and structure of the school day, how the children and classrooms will be organised, break and lunchtimes, maintaining a safe environment and how we can support and help families.

The decisions and plans made have been made in accordance with the guidance published by the Department for Education, the document can be found following [this link](#).

Our plan to admit more children to school from 1st June 2020

Children in Years 2, 3, 4 & 5 (other than children whose parents are Key Workers, vulnerable or have an EHC Plan and are already accessing our Key Worker provision) will continue to receive 'remote learning' at home. But, in the broadest terms, we will be re-admitting children in the following way. It is designed to ensure that children are clear on the procedures and protocols of school following social distancing guidance. This requires the first three weeks to be organised as such:

- | | |
|--------|--|
| Week 1 | Monday 1 st June – INSET day for all staff
Tuesday 2 nd & Wednesday 3 rd – Year 6 children ONLY
Thursday 4 th & Friday 5 th – Year 1 children ONLY |
| Week 2 | Monday 8 th to Thursday 11 th June – Years 1 & 6 children only in
Friday 12th – School Closed for additional school cleaning |

Week 3 Monday 15th to Friday 19th – Reception (All Day) & Nursery (AM only) ONLY
No Y1 or Y6

Week 4 Monday 22nd to Friday 26th – Reception, Year 1 & Year 6 (All Day)
Nursery children in (AM only)

Week 5 Monday 29th to Thurs 2nd July – Reception, Year 1 & Year 6 in (All Day).
Nursery children in (AM only)

Friday 3rd July – School Closed for additional school cleaning

Week 6 & Week 7

Monday 6th to Friday 17th July – Reception, Year 1 & Year 6. Nursery (AM only)

Key Worker, vulnerable children and those with EHC Plans in all year groups should continue to liaise with Mrs Miller so that we can continue to plan and welcome them from Roper Street each morning. Similarly, they will continue to be dismissed from Roper Street. She can be contacted on office@elthamce.greenwich.sch.uk.

Start of the school day

In order to ensure the safe and orderly arrival for children at the start of the school day, children and their parents will be staggered from 8:30 – 9:15. This is shown in the table at the end of this letter. This is to minimise the number of adults arriving at the school gates each day. We ask that only 1 adult accompanies your child onto the school site.

Two metre distancing must be observed as parents queue along Archery Road for entry into the school site. The school will be operating a 'One Way System' for parents to follow so that there is minimal contact between adults, children and staff during this time. Please do not congregate around the school gates after drop off or before collection even if maintaining social distancing.

Children must walk from the 'One Way System' to their classroom door **unaccompanied** and parents may watch them enter and then continue along the 'One Way System' exiting via Orangery Lane.

This will be mirrored at the end of the school day, where dismissal times are again staggered.

If you are running late and miss your child's allocated time, then you will be asked to wait away from the school and enter via Roper Street at 9:30 once all children are in class. Similarly, year groups will have directed collection times. Please be punctual so that we can maintain good social distancing.

A table outlining every year group's start and finish times, breaks and lunches is found at the bottom of this letter.

Which classrooms will be used?

Nursery children will be taught in the current Reception Classrooms and should arrive at Roper Street (8:30am to 11:30am)

Reception Classes will be taught in the Year 1 & 2 classrooms (max 15 per room) and should arrive via Archery Road and enter via the classroom's external doors.

Year 1 children will be taught in Year 3 & 4 classrooms (max 15 per room) and should arrive via Archery Road, walk around to the KS2 playground via the Prayer Garden opening and enter via the classroom's external doors and the main door by the hall to go up the main stairs to Y4 classrooms.

Year 6 children will be taught in Year 5 & 6 classrooms (max 15 per room) and should arrive via Archery Road and enter the school via the entrance at the Prayer Garden going up that staircase and not along the bottom corridor.

All of these areas will be supervised and social distancing maintained.

How are children organised?

The school is adopting the 'bubble' methodology where classes are assigned to two groups of a maximum 15 children. They will be in that 'bubble' for lesson, playtimes and lunch times. This will ensure that there is a controllable and identifiable group to monitor and track contact between children.

How are classrooms organised?

Each classroom has designated resources and children will be provided with new and individual workbook, pencils, ruler, rubber, whiteboard and whiteboard pen. This will be kept in a 'zip wallet' marked with their names and kept in the classroom.

Similarly playground equipment will be assigned to a 'bubble' and the children will take the equipment out each day and bring it back into the classroom after each playtime.

How are playtimes organised

Each year group will be allocated a playtime, therefore a maximum of 60 children. They will be allocated one of four zones – Multi User Games Area (MUGA), KS2 playground, KS1 playground and KS1+Prayer Garden. The 'bubbles' will play in their zones and these will be rotated.

How will lunchtimes be organised?

Lunchtimes will be slightly shorter. There will be **No hot lunches provided** therefore all children will have a packed lunch. Children in Year 6 will be required to bring their own lunch in every day. Children who are eligible for Free School Meals will receive a packed lunch from the school's catering team (Incito).

Reception and Year 1 will continue to receive a packed lunch made by Incito under the Universal Free School Meals scheme, however you may wish to add to the generic lunch provided. Your child will receive a lunch in any respect. Please ensure that items brought into school can be opened by the children themselves so that they can be as independent as possible.

Lunches must be brought in a clean box and children will keep it with them throughout the morning.

Lunches will be eaten in the classroom (or outside in good weather) children will then be taken outside by their adult and play in their allocated zone, supervised by Midday Meals Supervisors

What will my child need to bring

The short answer is "very little!" No book bags, No reading books, No homework folders. Children must not bring things into school from home; again to minimise opportunity to spread any possible virus.

All children will need to bring is a packed lunch, water bottle and be in their school uniform. Please ensure that children's school uniform is washed each night. They may also bring a personal (named) bottle of hand sanitizer.

How will we maintain a safe environment?

Good hygiene and safe practice will be imperative to ensure that your children are kept as safe as possible. Therefore we have followed guidance and established the following:

- Clear signage and organisation at the school gates to ensure no collection of adults,
- 'Bubble' methodology to reduce contact between groups of children,
- Supervised hand washing on entering the school, after playtimes, before eating, after lunchtime play, and before going home in the evening,
- Hand Sanitizers on external doors and school entry gate,
- Effective 'One Way System' for parents,
- Displaying coronavirus infection control measures information posters around the school,
- Having hand washing facilities in every classroom
- Ensuring their regular handwashing,
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away,
- New pedal bins in every classroom for easy disposal,
- Ensuring frequently touched objects and surfaces are cleaned and disinfected throughout the day,
- All Reception and Nursery Class resources to be cleaned at the end of each day,
- All chromebooks used in Y6 wiped clean every evening,
- All hard surfaces in classrooms to be disinfected at end of each day,
- Adults in classrooms have disinfectant spray and disposable cloth to use throughout day,
- All surfaces cleaned after lunches,
- Planned 'Additional School Cleaning' allowing the school extra time and use different chemicals without children coming to site and leaving 72 hours before children return,
- No visitors to be on site at all between 8:30am and 3:30pm,
- There will be no office staff on site – contact will continue via the telephone and email only. This eliminates the need for any adult to enter the site outside of the 'One Way System'.

What about PPE?

There are also questions around use of PPE. The governments guidance states that "The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others".

Therefore, PPE will be worn for intimate care, first aid, management of any suspected COVID-19 cases presented in school and as such the school has purchased PPE (aprons, gloves, masks and visors).

PPE is not to be worn by children. The evidence highlights how the touching of masks, and collection of germs on the mask will actually increase the risk of infection rather than decrease. In order to manage the school environment and support you, we are highlighting strongly social distancing protocols wherever possible and good hygiene as the main preventative measure to limit the spread of coronavirus. Furthermore, we will focus heavily on symptom management with non-contact thermal thermometers, swift isolation of anyone displaying symptoms and removal from school.

Because we are committed to positive interaction and school experience for our children, staff will not be wearing PPE as a 'matter of course'. However, there may be adults who will be in the school wearing a face mask and children should be prepared (in the same way as you would talk to them if you visited the supermarket) that there may be adults with a facemask. This will be the significant minority of interaction children will have with adults, for example should they require first aid.

What if my child (or a member of staff) displays symptoms or is unwell?

If your child is unwell please keep them at home. If a child is unwell or displays symptoms associated with coronavirus at school, then they will be taken to the waiting area at the Roper Street entrance. There they will be checked by our First Aiders (wearing full PPE). Parents will be called and asked to collect them from Roper Street. Advice on how to book a COVID-19 test will be given to the parent and you will be expected to arrange for a test to be taken and the results shared with the school before the child is admitted back into the school building.

If a child or adult has a confirmed case of COVID-19 then the 'bubble' will be closed down immediately and children and adults sent home. If the test is positive the school will follow measures as outlined in guidance on implementing protective measures in education and childcare settings – [click here](#). Additionally we will contact parents to advise of a positive test. The school will then have the autonomy to close either if individuals within the school community have tested positive for COVID-19 or where local testing indicates clusters of new COVID-19 cases. Following any closure we will undertake an enhanced cleaning of the school and isolation periods will be in place according to guidance.

How will we communicate with the school?

Parents are asked to continue to contact teachers and the school office via email or telephone. This means no face-to-face contact with the class teacher or office, thereby again minimising contact and risk of infection.

The school's emails are continually monitored, and continue to be able to respond to your questions swiftly.

Finally, let us return to where my letter started.

Thank you all for your support, thanks and commitment throughout this period of 'lockdown'. Thank you for completing all of the survey monkey questionnaires so quickly and fully. It has helped us make our decisions and prepare as thoroughly as possible.

It is also important to note that attendance at school from 1st June 2020 is **not** statutory and work will continue to be set for children to complete remotely if you choose not to send your child back. Non-attendance will not be viewed negatively, not marked as an unauthorised absence, and families will not be fined for non-attendance.

After surveying parents it was noted that parents have different intentions to when they will be sending their child to school. If you initially plan to keep your child at home, but subsequently change your mind. Please email office@elthamce.greenwich.sch.uk, ideally the week before, with your intentions so that we can talk with you and remind you of the arrangements for start and end of day. After which please inform the class teacher each week as described above.

Lastly, after this unsettling time your children's emotional wellbeing will be high on our agenda as they return from a period of remote learning and isolation. Please do not hesitate to contact your class teacher in the first instance if you are concerned and feel that your child would need specific emotional support upon returning to school.

Also our school's foundation: "What does the Lord require of me? To Act Justly, Love Mercy and Walk Humbly with your God". We will have times of Collective Worship in the class every day as we continue to look to God for wisdom, peace and reconciliation after this difficult time.

I trust that this (long) letter has gone a long way to explain our strategy to re-open the school to more pupils, and alleviate any fears or concerns you may have. But should you need anything explained further, please email me on office@elthamce.greenwich.sch.uk and I will endeavour to answer your question as soon as possible.

My thanks once again
With very best wishes



Matthew Bulpitt
Headteacher

Start and Finish times for each year group

Timetable for start and end of school day

Year 6					
Week 1:	Mon 1 June	attend Tue & Wed ONLY	Avery Class	Arrive at 8:30	Collect at 3:00
			Roper Class	Arrive at 9:00	Collect at 3:30
Week 2:	Mon 8 June	attend Mon - Fri	Avery & Roper Class	Arrive at 8:30	Collect at 3:00
Week 3:	Mon 15 June	NOT IN SCHOOL	x	x	x
Weeks 4 - 7:	Mon 22 June	attend every week	Avery & Roper Class	Arrive at 9:00 - 9:15	Collect at 3:30
Year 1					
Week 1:	Mon 1 June	attend Thu & Fri ONLY	Mills Class	Arrive at 8:30	Collect at 3:00
			Bek Class	Arrive at 9:00	Collect at 3:30
Week 2:	Mon 8 June	attend Mon - Fri	Mills & Bek Class	Arrive at 9:00	Collect at 3:30
Week 3:	Mon 15 June	NOT IN SCHOOL	x	x	x
Weeks 4 - 7:	Mon 22 June	attend every week	Mills & Bek Class	Arrive at 8:45 - 9:00	Collect at 3:15
RECEPTION					
Week 1 & 2:		NOT IN SCHOOL	x	x	x
Week 3:	Mon 15 June	attend Mon - Fri	North Class	Arrive at 8:30	Collect at 3:00
			Corbett Class	Arrive at 9:00	Collect at 3:30
Weeks 4 - 7:	Mon 22 June	attend Mon - Fri	North & Corbett Class	Arrive at 8:30 - 8:45	Collect at 2:45
NURSERY [all nursery children to attend mornings only]					
Week 1 & 2:		NOT IN SCHOOL	x	x	x
Week 3:	Mon 15 June	attend Mon - Fri	Hope Class	Arrive at 8:30	Collect at 11:30
Weeks 4 - 7:	Mon 22 June	attend Mon - Fri	Hope Class	Arrive at 8:30 - 8:45	Collect at 11:30

Whole School Timetable

		Arrive		Break		Lunch		Break		Dismissal				
		8:30 - 3:00	9:00 - 3:30	10:15 - 10:40	10:45 - 11:10	11:30 - 12:15	12:15 - 13:00	13:45 - 14:00	14:15 - 14:30	15:00	15:30			
Monday	Week 1	1st	INSET DAY											
Tuesday		2nd	Y6 Avery	Y6 Roper	Avery	Roper	Avery	Roper	Avery	Roper	Avery	Roper		
Wednesday		3rd	Y6 Avery	Y6 Roper	Avery	Roper	Avery	Roper	Avery	Roper	Avery	Roper		
Thursday		4th	Y1 Mills	Y1 Bek	Mills	Bek	Mills	Bek	Mills	Bek	Mills	Bek		
Friday		5th	Y1 Mills	Y1 Bek	Mills	Bek	Mills	Bek	Mills	Bek	Mills	Bek		
Monday	Week 2	8th	All Year 6	All Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1		
Tuesday		9th	All Year 6	All Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1		
Wednesday		10th	All Year 6	All Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1		
Thursday		11th	All Year 6	All Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1	Year 6	Year 1		
Friday		12th	ADDITIONAL SCHOOL CLEANING										Nursery open AM only from 15th June	
Monday	Week 3	15th	Rec - North	Rec - Corbett	North	Corbett	North	Corbett	North	Corbett	North	Corbett	Nursery AM	8:30-11:30
Tuesday		16th	Rec - North	Rec - Corbett	North	Corbett	North	Corbett	North	Corbett	North	Corbett	Nursery AM	8:30-11:30
Wednesday		17th	Rec - North	Rec - Corbett	North	Corbett	North	Corbett	North	Corbett	North	Corbett	Nursery AM	8:30-11:30
Thursday		18th	Rec - North	Rec - Corbett	North	Corbett	North	Corbett	North	Corbett	North	Corbett	Nursery AM	8:30-11:30
Friday		19th	Rec - North	Rec - Corbett	North	Corbett	North	Corbett	North	Corbett	North	Corbett	Nursery AM	8:30-11:30
Monday	Week 4	22nd	Rec & Nurs	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Tuesday		23rd	Rec & Nurs	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Wednesday		24th	Rec & Nurs	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Thursday		25th	Rec & Nurs	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Friday		26th	Rec & Nurs	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Monday	Week 5	29th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Tuesday		30th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Wednesday		1st	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Thursday		2nd	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Friday		3rd	ADDITIONAL SCHOOL CLEANING											
Monday	Week 6	6th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Tuesday		7th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Wednesday		8th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Thursday		9th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Friday		10th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Monday	Week 7	13th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Tuesday		14th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Wednesday		15th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Thursday		16th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6
Friday		17th	Rec & Nur	Year 1	Year 6	Reception	Year 1	Year 6	Rec - Nur Home	Year 1	Year 6	Reception	Year 1	Year 6