1st July 2020

Dear Year 4 and Year 2 Parents,

We are very keen to give all children the opportunity to meet their **new** class teacher before the end of term to support the children to feel secure and happy when they (hopefully) join us again in September. Following the great success of our recent gatherings, we will be providing an additional session in the orchard for some limited face to face contact with each other and their new class teacher for an hour. Please note if your child is already attending school, they will not join the session and will remain in the classroom with a member of staff and we will arrange an in-school session for them to meet with Mrs Shuttleworth/Miss Lawlor at a different time.

As all classrooms are already fully occupied by children and because the risk of transmission is believed to be reduced outside (whilst following social distancing measures), we will only be able to accommodate this session in the orchard area (weather permitting). As the weather is forecast to be good during the first half of next week, we are timetabling this to take place on Monday.

As last time, the children will sit in a socially distanced spot 2m apart from one another on the grass. **Please note that no toilet facilities will be available during this session** as different groups of children are unable to share toilet blocks because of the risk of spreading potential infections, **so please ensure your child uses the toilet prior to leaving home**. During their session, the children will be able to have a chat with the teacher and one another and talk about what they will be doing next term. As we are still awaiting guidance form the Department for Education and do not know how the autumn term will look, we will talk about our usual curriculum and routines in school (pre-covid).

I have attached the same list of safety measures and rules that must be adhered to during this session. Could you please confirm with me/Mr Godfrey at: headteacher@allsaints-trysull.staffs.sch.uk regarding your child’s whether your child will be attending the session.

Please note that in the event of adverse weather the session will be postponed.

**Details of each session per year group**

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| --- | --- | --- | --- |
| **Current Year Group** | **Date** | **Drop off time** | **Collection time** |
| Year 4 | Monday 6th July | 10.30 am | 11.30 am |
| Year 2 | Monday 6th July | 1.00 pm | 2.00 pm |

The following measures will be taken. Please note that these plans are subject to change depending on changes in DfE guidance or health and safety requirements:

1. Children will be sat in their class group outside in the orchard with a maximum of 15 per group.
2. The children will be expected to remain seated at a distance of 2m away from their teacher and each other.
3. Children should wear a sun hat and have sun screen applied prior to attending the session.
4. Children should dress appropriately for the weather.
5. The children **will not be allowed to mix during their session with any other staff members (except their new class teacher, Mr Godfrey and Mrs Kent) or other children to prevent the spread of the infection across bubbles.**
6. Children will not be able to enter the school building at any time.
7. Toilet facilities will not be available for the children during these times.
8. It is imperative that every parent adheres to the drop off and collection times and always maintains a 2m distance between other children/parents.
9. **DROP OFF:**
* Please do not arrive early or late as it’s imperative that we reduce contact between adults and other children.
* Children will be escorted to the carpark by their parents. The first two parking spaces (opposite each other) will be allocated as a drop off and collection zone for parents and so must not be used to park cars.
* Social distancing lines are painted in each space for parents and their child to stand on.
* Parents and children must not breach these boundaries.
* On the path by the orchard there will be socially distanced lines **for the children to stand on.**
* The class teacher will meet each group of children on the path at their allocated time and escort them to the orchard.
* Prior to entering the site, each child will sanitise their hands under the supervision of a staff member.
* Parents must leave the carpark as soon as their child is under the care of a staff member.
* Only one adult is permitted to drop off a child.
1. **COLLECTION:**
* Please do not arrive early or late (see above)
* A staff member will escort the group of children to the orchard path, where children will wait on the socially distanced lines. Each child will be separately released to their parent who is waiting on the 2m apart lines on the car park.
* Please do not wait anywhere except on the lines until your child is released to you.
* Only one adult is permitted to collect a child.
* If a member of staff needs a private discussion with you, this will be via a phone call.
* If your child needs to leave the site early (i.e. if they become unwell) you will be contacted to collect your child via a phone call.
1. **As per the guidance, parents are not permitted to enter the school site unless there is an urgent, pre-arranged need. Of course we will be available (as we always are each day) for phone calls and emails to discuss any aspects of concern – and for warm (socially distanced) greetings at the gate.**
2. The seating in the orchard will be organised to try to ensure that children are kept socially distanced.
3. Every child will have their own individual area to sit at that is distanced from other children. Children will be expected to remain at their place in the orchard, unless directed differently by their class teacher.
4. **Please be aware that we cannot guarantee that children will socially distance from each other or staff because of their age.**
5. Children will apply hand sanitiser (provided by school) when entering and leaving the school site. If your child has an allergy to hand sanitiser, please inform the school office by email.
6. Our behaviour policy has been reviewed to take into account COVID-19 guidance and includes the exclusion of any children who deliberately put others at risk (e.g. coughing or spitting at others) and children who will not (as opposed to cannot) comply with social distancing and hygiene expectations.

**What we ask of you:**

1. If your child, or any member of your household suffers from any symptoms of COVID-19, you **must** self-isolate at home and your child will not be able to attend the session.
2. Children may only bring a full water bottle with them to the session.
3. **Please strictly adhere to all timings and social distancing when collecting/dropping off your child.** Please leave the school site promptly and do not stop to talk to other parents as this will will make social distancing on and around the school site very difficult. Where possible, we encourage walking and ask that only one adult accompanies each child.
4. If you wish to speak to a member of staff, please telephone the school. No parents will be permitted to enter the school building. We will, of course, be available to speak to/email via telephone/email.
5. **Please do not send your child in with a bag, pencil case or any equipment.**
6. Children must attend school in clean clothes (not school uniform).
7. This session will take place outdoors and so will be cancelled/postponed in the event of bad weather.
8. It is essential that any families who are sending their children to this session adhere to strict social distancing outside of school, and follow all of the current guidance related to this.

We would really appreciate it if you remind the children again that the session will run differently to how school did prior to the partial closure and things they take for granted like holding hands and sitting/learning alongside each other will not be able to happen. We will again talk to and reassure the children at this school session. All children coped so well in their last session and had so much fun, that we don’t anticipate any problems.

Thank you for your cooperation, understanding and support at this time. If you have any questions or concerns, do not hesitate to contact me. Please take very good care and stay safe and well.

Please take very good care. We can’t wait to seeing you and your children. If you have any queries, please do not hesitate to contact me or Mr. Godfrey. Can’t wait to see you all again!

Yours sincerely

Katy Kent Mr. G. Godfrey

Executive HeadTeacher Head of School