

St Thomas à Becket Church of England Federation

Blackboys CE Primary School
School Lane
Blackboys
Uckfield
East Sussex
TN22 5LL



Framfield CE Primary School
The Street
Framfield
Uckfield
East Sussex
TN22 5NR

Headteacher: Mr G Sullivan

Headteacher: Mrs L Pestell

22nd May 2020

Key Worker Pupil Group
as of Monday 01st June 2020

Dear Parents / Carers

In our previous letter dated Friday 15th May, we explained our general guidance for keeping children, staff and parents safe. Outlined in this letter, you will find our expectations and plans for your child's specific year group to return to School. Please take time to understand the implications which our new School day and routines may have on you. You will no doubt wish to explain these to your child, as will we, on their first day back with us.

We continue to work from the 5 main strategic methods for the safe phased return for schools as set out in *Government Guidelines*:-

1. Reminding parents that pupils who have Covid19 symptoms or who have someone in their household who does, do not attend Blackboys School and continue to follow self-isolation protocols. If after testing, a child or adult has a confirmed case of Covid-19, the entire year group will be informed, so that self-isolation can take place.
2. Expectation that pupils will be supervised in washing hands more often than usual, for 20 seconds with soap and water. This will be on entry and exit to the School as well as throughout the day (ie before/after playtime and lunch etc.)
3. Continued promotion of the 'catch it, bin it, kill it' approach to personal hygiene as well as providing extra tissues and more frequent emptying of lidded bins.
4. Continued increase in the cleaning of 'touch points' around School including door handles, equipment and surfaces. Our cleaning contractors and school caretaker are conducting a thorough clean during half term.
5. Minimising contact and mixing of pupils by altering the environment, timetable and routines. With social distancing accepted as very challenging in schools, the overriding aim of this strategy is to reduce the contact between the year groups who return to school.

There will be a clearly marked one way system in and out of School with the large School gates opened to create more useable space. We expect Parents/Carers to follow the one way system, to adhere to social distancing within the School grounds and no congregations. There will be more staff on hand to help enable a smooth process to the start and end of the day. We ask parents to voluntarily use School Lane as a one way system, driving in the direction from the Gun Road/School Lane crossroads towards the Blackboys Inn, to ease possible congestion.

To limit numbers in and around School each year group has been given a different drop off and collection time. In the event that you have a child in multiple year groups you are advised to drop all of your children off at the same time as the first child's allocated drop off time.

The School Office will not be allowing any visitors into School who haven't a pre booked appointment or arrangement. Should you wish to speak with someone in the School Office please either call or email office@blackboys.e-sussex.sch.uk . If the need arises, an appointment will then be made to visit School. There will be a yellow box located by the side of the gates for dropping off items for the School Office throughout the day should the need arise. Please buzz at the gate to inform the Office that something has been dropped off.

We ask all Parents to:

- Return home learning packs, including reading books, which were sent home with your child at the beginning of lockdown. The covers of reading books will be wiped with anti-bacterial wipes prior to re-issuing.
- Ensure your child is wearing full school uniform (summer), which is washed as regularly as possible. Bring in their PE kits which will be stored in school. There will be some leeway for Year 6 pupils who have perhaps grown out of their uniform during lockdown!
- Send your child into School with a filled, named water bottle. The water fountain will be out of use. Your child's water bottle, if needed, will be filled by a member of staff.
- Remind children that normal Blackboys expectations concerning behavior, teaching and learning will be adhered to. This will be reiterated in school on the 1st June.
- Stick to the government guidelines/rules at home to help keep the Blackboys School community as safe as possible.
- Use ParentPay to enable a cashless system in School for paying for your child's School lunches if required (KS1, Class 1 and 2 pupils are eligible for Universal Free School Meals).
- Ensure that the School Office holds the most up to date contact details for you especially latest mobile and email address. Please make sure your mobile phone is on and that you are contactable during school hours in case a prompt pick up is required.

We envisage no more than 15 Key Worker Pupils coming to School and therefore will adhere to Government Guidance keeping to suggested ratio rules. This group of children will be taught in Class 3 by Mr Boorman and TA, Mrs Page. As they have done throughout their time during partial school opening, each pupil will have their own dedicated labelled equipment to use in Class. Any computer equipment will be disinfected prior to use. Doors will be propped open to minimise touch points. Hand washing will be regularly undertaken, as well as hand sanitiser used. Tissues will be available alongside a bin with lid to dispose of used tissues. Daily Acts of Worship will still take place but in each separate classroom. Our caretaker, as well as our contract cleaners, will be carrying out through daily cleans of the classroom, with special attention to frequently used areas and touch points.

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| Drop off @8.45am | One Parent/Carer to 'drop' children at the School gate, pupils will then be asked to enter the school building through the main entrance door, into class and to wash hands upon entering the Classroom. To prevent year groups mixing, there will be no Breakfast Club. If you have siblings, please drop at the earliest sibling time and Mr Sullivan will help. |
| Break @10.45am | Will take place in an allocated quadrant on the field or in class if wet. There will be a specific box of playground equipment used only for this group, which will be sanitised between breaks. |
| Lunchtime @12.20-1.20pm | Lunch will be given to children at their table. Should any pupil need extra time eating, their lunch will be brought with them to finish outside on a shaded picnic bench in their field quadrant while play occurs. In wet weather eating and playing will take place within the classroom. |

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| Daily Mile @2.40pm | To take place, own year group only, on the playground. |
| Home @3.15pm | Pupils will be escorted to the playground and handed over to Parents/Carers. Parents and carers should try hard to observe social distancing while waiting for their children, and use the entrance/exit one way system. If waiting for siblings, please do so sensibly, again observing social distancing. To prevent year groups mixing, there will be no After School Club. |

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| Toilets | Children will be escorted by a Teacher/TA at various times throughout the day, which will lower the likelihood of mixing with other year groups in School. |
| First Aid | <p>First Aid requirements will continue to be led by our First Aiders, Miss Butler and Mrs Pomfret, in the first aid room.</p> <p>If your child needs prescribed medication, please contact the office by email to be sent an electronic version of the Parental Medication Form to complete and return.</p> <p>Should a child display symptoms of Covid-19 whilst at school, parents will be contacted immediately and asked to collect their child. The child will be kept in the first aid room until collection, with our first aid staff using PPE. Once collected the first aid room will be thoroughly cleaned.</p> <p>Self-isolation guidance would then need to be followed by the family with testing being strongly advised.</p> |

With all these plans, there are challenges, but also great opportunities, especially to boost learning in separate year groups. We look forward to seeing more of our pupils in school and are keen to support their return. We anticipate that some children may have questions and worries as they start back at school. We have our school counsellor, Judith Clarke from Talkspace, available if necessary.

We thank you in advance for your support with our control measures. Should you wish to discuss or ask questions, please contact me by email in the first instance. We look forward to seeing you on Monday 1st June.

Yours sincerely

Mr Sullivan
Headteacher