

Organisation of provision for potential wider opening of school

Years 2-5: 29th June onwards

Cohort	House	Staffing	In School	Home Learning	School Day Times	Drop Off / Pick Up Location
Beech	Penrose & Jersey	Miss Phillips & Teaching Assistant	Monday / Tuesday	Wednesday - Friday	9.00 – 3.05	School Driveway
	Squire & Buckle		Thursday / Friday	Monday - Wednesday		
Ash	Penrose & Jersey	Miss Claridge & Teaching Assistant	Monday / Tuesday	Wednesday - Friday	8.55 - 3.10	School Driveway
	Squire & Buckle		Thursday / Friday	Monday - Wednesday		
Year 4/5	Penrose & Jersey	Mrs Salter, Mr Horner, Ms Bailey	Monday / Tuesday	Wednesday – Friday	9.00 – 3.05	Bike Shed entrance
	Squire & Buckle		*Wednesday / Thursday (please note this is different to other year groups)	Monday, Tuesday, Friday		

* We appreciate that parents and children may have preferences for different days, due to friendships or working commitments. However, those groups are non-negotiable to allow us to be fair to all families and to enable us to manage the wider re-opening of school as safely as possible. Our organisation and risk assessments will be kept under constant review and we will notify you of any changes at the earliest opportunity.

* Please also note that staffing allocation is subject to change depending on pupil numbers and staff availability. We are working at capacity, including the senior leadership team, so please be aware that groups may need to close in the event of staff shortages.

Key Information

- If there are multiple children able to attend school on the same day, please drop the children at the correct time to the correct location and then please wait (at a distance from other families) until subsequent times. A pupil will not be able to start earlier than their allocated drop off time and will not be able to stay later than their allocated pick up time. With more pupils attending school, it is vital that you arrive punctually. If you miss the set time, you may find that you have to wait until all other groups of children have finished their 'drop-offs'.
- Wherever possible, only one member of the household should drop off / collect children to reduce numbers at the school gate.
- A one-way system will operate. Please observe social distancing when dropping off or collecting children. We will provide markings and signage on the school site to remind you of this, but would ask for your co-operation when outside the school. This may have to be adapted on particular days due to the building work, but members of staff will be on hand to assist.
- Please do not enter the school building or playground unless invited by a member of staff.
- Wrap-around care (Breakfast Club and Tree House) will not be running for the remainder of the Summer Term as we cannot keep different cohorts separately at this provision.
- All children should wear school uniform. However, they will not be changing for P.E. lessons due to social distancing requirements and the need to minimise items being brought from home. Therefore, please make sure that clothes will be suitable for physical activity in warm weather (e.g. school shorts, culottes etc.). Children should wear P.E. trainers instead of school shoes. We will notify you if a child should wear P.E. kit for a particular day. This will then be worn all day.
- Lunchboxes and water bottles to be clearly named. These will not be kept communally. Please clean thoroughly between days in school.
- Sun cream should be applied before the start of the school day as staff will be unable to assist children with applying sun protection in school. Children should bring a named sun hat to school.
- No bookbags / school bags should be brought to school as there will be nowhere to store these safely.
- **If anyone in your household is displaying symptoms associated with COVID-19, you must not bring your child to school and should discuss with the school office at the earliest opportunity.**
- In line with what the Government has advised, face coverings or masks should not be worn at school in any circumstance by those who may not be able to handle them as directed for example in young children, or those with special educational needs or disabilities, as it may inadvertently increase the risk of transmission. However, as part of our risk assessment, some staff will be using face coverings for short periods of time where there is a risk of close social contact, such as intimate care for individual children.