

Tranmere Park Primary School

Headteachers:

Mrs K Finley & Mrs A Hodgson
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Dear Parents

We are now in the position to be able to confirm with you our plans for the wider opening of school from 1st June.

Firstly, I would like to thank you for your patience and understanding throughout this time. We have received in the last week or so several pieces of updated guidance from central government and Leeds City Council along with information, guidance and important considerations/requirements from the many education unions. We have needed to take time to fully consider all of this information. We are also aware that the national picture in terms of the recent lock down and the 'road map' for the next stages have required parents to carefully consider and review their initial thoughts around sending their children to school.

In the last week we have had significant increase in the number of eligible parents (EYFS, year 1 and year 6 and key worker families) requesting a school place for their child. We have therefore had to take time to fully evaluate the potential numbers of parents now wishing to send their children back to school, alongside the guidance all schools and employers have an obligation to follow in order to reach a final decision around what we can reasonably and safely offer. The guidance states very clear expectations around the arrangement of small groups or 'bubbles' of staff and pupils and that these groups should remain consistent each day. Children who are able must remain socially distanced and must have a designated classroom that is organised in a manner that supports this. I'm sure you can appreciate that as a school we have a finite amount of space and staffing available to be able to implement this guidance, and therefore meet our obligations around the health and safety of pupils, parents and staff.

The numbers of pupils wishing to return to school (as indicated on the form sent out to parents in EYFS, Y1, Y6 and for Key Workers) are simply many more than we can accommodate on the school site from 1st June. We just don't have the classroom space or the levels of staff. In this circumstance, and after consulting with the Government guidance on the wider re-opening of schools, our risk assessment, Leeds City Council and the school Governors, we have had to make the very difficult decision to only open school places to EYFS, year one and the children of key workers. The specific Government guidance sent to schools is below for your information:

'Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms / spaces available in the setting or because they do not have enough available teachers / staff to supervise the groups. Solutions might involve children attending a nearby school (on a consistent basis). If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:

- *early years settings – 3- and 4-year olds followed by younger age groups*
- *infant schools - nursery (where applicable) and reception*
- *primary schools – nursery (where applicable), reception and year 1'*



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We understand that this will be disappointing news for our year six pupils and for their parents, but we have had to make this difficult decision based upon the guidance we have received and what we believe to be in the best interests of our pupils and staff.

We believe that our year six pupils will be more able to access the online learning content on Google classroom with greater independence than our younger pupils (therefore reducing *some* of the pressure on parents to support this learning). The government rationale for including year six pupils if possible was to allow them to draw their time at primary school to a close before they transition to their high schools. We want to reassure you that we will make sure that we continue to support this transition work to the best of our ability and that we will make every effort to arrange a special final goodbye for them before the end of the summer term. We are not saying goodbye yet and will see them together before the end of the academic year (in whatever form that may take) to acknowledge their collective achievements and celebrate their time at Tranmere Park. We will continue to keep you all informed of how we plan to do this.

We will, of course, be continuing to support those at home through our Google Classroom arrangements. Teachers will continue to give feedback and maintain contact with their pupils in this way. This is also available should you as parents need to seek further clarification around any of the learning posted on Google classroom. As stated in the Government guidance above, if you would like us to give you more information about possible places available in other local settings for your child then please let us know.

We are also aware that the national picture and the Government stance on moving out of lock down is evolving each week. We are only able to make the most appropriate decisions we can at any given time and with the information we have available to us. Therefore, should the picture significantly shift further in the coming weeks, we may be required as a school to re-evaluate the current arrangements and make further changes. We will obviously keep you all informed of any such plans.

If any Year 6 Parents are Key or Critical Workers (as previously defined by the Government) there is a form on the website to apply for a place in our Critical Workers classes. **Please complete this by 8pm on Thursday 28th May 2020.**

For those of you now preparing to send your child/children back to school from next week there is a lot of crucial information you will need. This information has been broken down into significant sections below. **Please take your time to read this information carefully.** The safe wider re-opening of the school is the responsibility of us all. Any arrangements set out here have been carefully considered on our action plan (available on the school website) and are being implemented in order to manage risk as much as we possibly can.

Displaying signs of COVID-19

All persons likely to come onto the school grounds must not attend if they are displaying any symptoms of COVID-19 or if they are self-isolating following Government Guidance for households with family members displaying symptoms.



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All persons who develop COVID-19 symptoms whilst at school, however mild, will be isolated from their bubble in a space in school designated for this purpose. We will contact parents to collect their child and take them home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils (and their families) who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Should a member of staff display symptoms they will obviously need to follow the same guidance. Members of each 'bubble' will be informed should any staff member or pupil associated with that 'bubble' test positive for COVID-19. Again, the whole group will then need to follow the current Government guidance around self-isolating.

Keeping everyone safe is the responsibility of us all. It's crucial that we all follow this guidance carefully.

Staggered Drop-Off and Pick-Up

We must always manage the numbers of people coming on to the school site and keep the numbers to a minimum where possible. Therefore, there will be staggered drop-off and pick-up times for each group. These are below:

Group	Drop-Off	Pick-Up
EYFS Reception	8.30am-8.50am	2.55pm
YEAR 1	9.00am	3.20pm
Key Workers	9.00am	3.20pm

We have implemented two separate one-way pedestrian systems around the school site and ask that all parents follow this arrangement. There is an attachment with this letter clearly showing the one-way systems and the gates each group should use to enter and exit the school grounds. Please can we ask that only one adult accompanies the children to school each morning and comes to collect at the end of the day.

We also ask that parents don't congregate on, or around, the school site and instead move through as quickly as possible. Unfortunately, we also can't allow parents to enter classrooms to speak to staff during this time. Should you wish to speak to a member of staff or pass on a message, please telephone or email the main school office. A member of staff will make every effort to get back to you as soon as possible if required.

If your child is in years 4, 5 or 6 and you would like them to walk to or from school on their own, please can you make sure that you have provided us with a completed parental permission slip. If this has been

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a previous arrangement, we should already have your consent on file. If not, please complete and return the attached form to the school office.

If you have siblings with different drop-off and pick-up times and areas, please use that of your *youngest child*.

This system relies on children arriving punctually each morning and on them being collected on time. Any problems with this could create a 'back-log' of parents and pupils and disrupt the system. If you are having a problem and find yourself running unavoidably late please could we ask that you phone ahead to the school office to let us know. We can then arrange alternative drop-off/pick-up arrangements for you.

The School Office

The school office will only be open for emails and phone calls or pre-arranged appointments. You will not be able to physically enter school to speak to the office staff. There will be a box outside the office door for you to put any forgotten items such as lunch boxes, hats, water bottles, coats etc.

The School Day

It's important that parents and pupils understand that school will look and feel quite different during this time. The children are not going to be together as a whole class and will instead stay in their 'bubbles'. They may not also have a teacher they know that well to begin with – but they will have fun getting to know each other! The children in school will be covering the same work set on Google Classroom as for the children also at home, as staff are being asked to balance both. Other work in school will be more pastoral and focus on well-being and resocialisation. Teachers will be planning and preparing activities and lessons that allow for social distancing and the careful use of resources. This may mean that certain activities that require the shared use of equipment or close proximity cannot happen.

Classroom Organisation: Y1 and Key Workers

Each group will be assigned two or three members of staff over the week. This will mean that the group is being taught by a teacher on some days and a TA (under the direction of a teacher) on others.

Most children will not be in their usual classroom as we will need to utilise many different rooms throughout school, but we will ensure that they have everything they need for their learning. The children will also be constantly reminded to give each other space. Any movement of children will be managed by the adults responsible for the class group and will adhere to social distancing guidelines. The children will either be in their classroom or outside during the day.

The children will be asked to wash their hands frequently and will be encouraged to avoid touching their faces or putting objects in their mouths. Your child will be reminded of the phrase 'catch it, bin it, kill it' and facial tissues will be available in each classroom to facilitate this, as will hand sanitiser.

EYFS Reception provision



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We are very proud of the learning experiences that we offer in early years, but we need to ensure that this provision is adapted to keep your child as safe as possible. The children will be in groups of no more than 15. The very nature of Early Years Foundation Stage is built around play and we don't want to take this away from the children, but we must adapt our provision to make sure it is as safe as possible and to follow government guidelines. The children will have access to some of our resources which can be easily cleaned by our team before they are used by another child.

A key focus of learning will be resocialisation into new style school routines. Each group will access the outdoor area but not all of the equipment each day. Other learning will be the same as the home learning which will continue to be sent each week.

We will make sure that they get the best provision possible. Each child will have their own equipment that they will need to support their learning; this will only be used by them. If shared equipment such as cubes are required, the children will be given their own and these will be cleaned before and after use.

Lunchtime

The children will remain in their designated group throughout lunch time. The school catering team will be on site and we can offer a 'grab bag' lunch to all pupils. This will be a cold packed lunch option, including a sandwich, dessert of some kind/fruit. Children in Early Years and KS1 will continue to access universal free school meals should you wish. KS2 children can opt for a school meal (grab bag) at the usual cost. Children may also choose to bring their own packed lunch. All pupils will eat in the classroom or outside if the lovely weather continues! Each group will have time to play outside at points throughout the day.

Keeping us clean and safe

To ensure that our school is as safe an environment as possible, we are implementing a regular and thorough cleaning schedule. We will also be continuing to ask the children to wash their hands on arrival to school and at regular intervals throughout the day. Each classroom and toilet facility will be wiped down on a more regular basis. As we have previously outlined, all shared resources will be wiped down after use. We will be taking pupil temperatures each morning.

Each morning or evening, our cleaners will be on site as usual to prepare our school for the next day of learning. We are taking every step possible to ensure that our school is as clean as it can be for our children and staff team.

There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Please ensure that your child comes to school in clean clothes each day. To support this, we have decided that children can come to school in appropriate non-uniform throughout this time. The children may be spending increased amounts of time outside and will therefore need a sensible pair of outdoor shoes and a waterproof coat when needed.



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All staff will have Personal Protective Equipment available should they feel that they require this. Please prepare your children for this possibility.

Resources and bringing items from home

Please can we ask that the parents of EYFS children send a set of spare clothing to school in a bag to be kept on their child's peg. This will be used if a change is required and will mean that staff do not need to source school clothes from the main building.

Please can children in all year groups bring a large water bottle to school with them each day (enough to keep them going all day, where possible). The water bottles must be very clearly labelled with your child's name.

Other than that, the children are asked to not bring anything else from home. All resources the children need for their learning will be provided – pencil cases are not required and should stay at home.

We hope that this letter has given you all the information you need. If you do need further clarification around any points regarding the organisation in school going forward, do please get in touch. Attached with this letter you will find an overview of the main organisational points, including a pictorial map of the drop-off and pick-up routes around school.

We understand that for some children there may be some anxiety about returning to school. Equally, many will be looking forward to seeing some of their friends. Please be assured we will focus our efforts on making sure our children feel safe and happy. Well-being will be at the heart of our approach throughout this process. This is all new to us too and we are working incredibly hard to do our very best for the pupils returning to school next week, but also for those continuing to stay at home for now. We appreciate that we are being asked to put quite a complex plan into action at quite short notice, given the rate of change over recent days. I'm sure that things won't always run perfectly and there will be an element of adapting and learning together as we go. As ever, we are so appreciative of the understanding and the kindness you have shown throughout this very challenging time for us all. We will continue to keep you informed if we receive any further guidance or information going forward.

Yours Sincerely,

Alison Hodgson

Co-Headteacher

Kirsten Finley

Co-Headteacher

Marie Stout

Chair of Governors

