

## Tranmere Park Primary School

### Headteachers:

Mrs K Finley & Mrs A Hodgson  
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Dear Parents and Carers;

As I'm sure you will all be aware, the Government has recently asked that schools begin to discuss and prepare for the return of children in reception, year one and year six after June 1<sup>st</sup>. It is important to state that this date is not set in stone and that the Government policy will be dependent on the national picture regarding the COVID-19 infection rate.

I realise that this news may have met with a very wide spectrum of emotion with you all. Some of you will have children included in these year groups and will be either relieved that they can return to school or feel incredibly concerned. I'm obviously also aware that many of you have children not included in the highlighted year groups and will possibly have concerns too. I hope to be able to answer some of your questions in this letter today. To be able to do this as clearly as possible I've broken the information down into key elements.

### Pupil and Staff Safety

In any arrangements we put in place the safety of the children and the staff **must always** be the priority. For us to be able to fully risk assess our plans we must consider the characteristics of our school building, the staffing levels we have available at any given time (including cleaning staff) and the number of pupils we are being asked to accommodate. For this reason, we are sending with this letter a link to a Google form on which parents can indicate their intentions for their child/children to return to school. There will be more on this below.

Before you make this decision, I'm aware that you will want to know how we intend to minimise the risks as much as we can. Obviously, there is no plan we can put in place in this circumstance that will completely take away all of the risk of possible infection. However, there are a number of things we plan to do to manage the risk. These include:

- Drop-off and pick-up times will be staggered, and parents will be asked to follow a one-way pedestrian system around the school site, whilst maintaining social distancing.
- We are asking parents to drop off their children and not wait or stand with them on the playgrounds.
- The children will be taken to the classrooms by the teachers after parents hand their children over.
- We are aiming to take the temperatures of children and staff as they arrive at school, with anyone with a temperature higher than 37.4 degrees Celsius being asked to leave the site.
- The children will be in smaller class groups of no more than 15 (and smaller if possible). It is commonly accepted in all the guidance school has received that it would be impossible to ensure that young children maintain social distancing of 2m. This is particularly true for very young children who need to spend their days at school playing and interacting and not sat at desks. For this reason, the only risk management strategy we have available to us is to reduce the numbers of children in each group. This will mean that they may not be with their usual class teacher or in their usual classroom. We will make every effort to ensure that they are with a familiar adult where possible.
- Groups will be staffed by both teachers and support staff (under the direction of a teacher). We intend to follow the Government guidance stating that each group must remain the same each day and they must be in the same classroom each day. Staff are being asked to socially distance as much as possible. However, they may need to provide intimate care to children to the very young children. In these circumstances basic Personal Protective Equipment (PPE) will be available for staff to use, should they feel happier doing so. Group organisation and staffing throughout this time will be purely our decision.



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- We will have plans in place to ensure that children are not sharing equipment and resources where possible and that they have access to their own. This can't be the case for toys in the younger years groups, but we will ensure toys and resources are regularly cleaned.
- Lunch times and break times will be staggered. This will be to reduce the numbers of pupils in any given area of school. It's likely that the children will have lunch in their classroom.
- Routines around hygiene must be followed carefully. We will continue to promote the 'catch it, bin it, kill it' ethos and ensure that children wash their hands at regular intervals. There will be hand sanitizer gel available in each room and each room will have the surfaces wiped down throughout the day with disinfectant, with a more in-depth clean happening each evening.
- We must continue to be vigilant around possible symptoms. Any child displaying symptoms must not attend school and must follow Government guidance to self-isolate. This is also the case for any child sharing a home with somebody displaying symptoms, and we expect our staff to do the same.

### Key Worker and vulnerable children

School has continued to welcome and provide care for a number of children throughout this period of 'closure'. Our plan is for this to continue, including over the May half term holiday. We very much appreciate the incredibly challenging time many of our key worker families have experienced in recent weeks and we only hope that the provision offered by school has supported you as much as we could. The usual Google sign-up sheet has been sent out to parents for you to book a place at school up until the end of what would have been the May half term holiday.

As you have been doing, please demonstrate the days your child(ren) will be coming into school on the Google Form that is attached to this letter. It has also been sent to the parents of reception, year one and year six children. If your child is in one of these year groups, please just indicate your intention for them to return to school with the rest of their year group. If your child is in years 2,3,4 or 5, please book your place stating your key worker/EHCP status.

### Pupils in Reception, Year One and Year Six

If you have made the decision to send your reception, year one or year six child/children to school we would very much appreciate it if you could please complete the attached form as soon as possible to indicate your intentions. Please note that we are only asking for an indication at this point and that you can obviously change your mind further down the line. Please ensure that you indicate the year group of your child/children on the form.

### Attendance

We very much appreciate that this is potentially a very worrying time for everyone and that the personal circumstances for each of our families will be very different. We will support any decision that you make in terms of what you feel is right for your child/children. If you have a child in reception, year one or year six and you do not feel happy to send them to school then you may choose to keep them at home at this time. We will not be recording attendance and will not be seeking to fine for non-attendance. We just ask that all parents continue to keep us informed in advance of their decisions, as pupil numbers obviously impacts upon staffing levels. Wherever possible, please give us at least 24 hours notice for any changes to your plans.



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### Children in Years 2, 3, 4 and 5

The guidance currently states that children in these year groups should continue to stay at home. We intend to continue to support pupils at home through Google Classroom. This will be for ALL children who are continuing to stay at home. The work will continue to be set in the same way and the children can have contact with their class teachers and friends through this platform. You can also request further support or clarification around any of the online tasks on here too! Although you've all been doing a brilliant job so far!

I hope I've managed to clearly outline our plans to you as they stand at the moment. As I have said, this continues to be an ever-changing picture and all plans are provisional and subject to change in the future. The intentions from 1<sup>st</sup> June may be reconsidered by Government nationally or we as a school may have to reconsider our approach based upon how many children we are being asked to cater for and, going forward, how many staff we continue to have available to run the system we put in place. If this system becomes stretched, we may have to reconsider how many children we can safely cater for on-site and reduce our offer. We will always follow Government guidelines in this circumstance. For the most part, it is up to individual schools to decide how they feel they can best support this partial re-opening. We take this responsibility very seriously and will continue to review procedures with the safety of pupils and staff at the forefront of any decisions made.

You will all have your own personal opinions, feelings, worries etc. and we are here to support you in whatever you decide for your children and family. If you are a parent of a child eligible to come to school from the 1<sup>st</sup> June and you decide to send them in, we will warmly welcome them back and do everything we can to take good care of them. If you currently have no choice, or are choosing to keep your child at home, we continue to be here to support you too. If you are struggling and need some support, please get in touch.

The Google form is attached [HERE \(Click on these words\)](#) – please complete it before Tuesday 19<sup>th</sup> May 2020. We will be in touch with further information in the next week or so. Until then, please continue to stay safe.

Kind regards,

*Alison Hodgson*



Alison Hodgson  
Co-Headteacher

Tranmere Park Primary School

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