

19 May 2020

Dear Parents and Carers

Reopening of College – Nursery, Reception, Year 1 and Year 6

Thank you all for your support and patience as we have begun to make preparations for the return to school of pupils in Nursery, Reception, Year 1 and Year 6 on Monday 1 June. As I am sure you can imagine, this has not been a logistically straightforward exercise, but I do now believe that everything possible is either in place, or will be put in place, to ensure the return of these pupils will be as smooth and safe as we can hope to make it. We will also continue to follow any changes to government guidance between now and 1 June, should anything emerge.

I appreciate that this is a very long letter, but there is a lot of necessarily detailed information for you to read and process. I would like to reassure you that all the arrangements contained within this letter are first and foremost with the best interests of your children in mind and have been discussed in detail by the College Leadership Team and other senior colleagues. All teachers and support staff have also been fully apprised.

Unfortunately, we do not have much time to collate final pupil numbers, and this will be essential to plan the groupings required for our return. As such, I ask that, having read this letter, you respond to my survey by Thursday 21 May at 1200, indicating whether your child will be attending school from 1 June. The details of this survey are included towards the end of this letter.

I do hope that all families will feel comfortable enough to return their children to school and will be reassured by the rigour of this planning and the significant measures that have been undertaken to keep your children as safe as possible. Should you have any remaining questions which have not been detailed in this letter, we have organised a year-group specific Q & A for you to attend on Microsoft Teams, on Wednesday 20 May, to allow you the opportunity to get in touch prior to the closure of the survey deadline, on Thursday. A general Q & A session, regarding pastoral support and academic matters, will also take place on Thursday 21 May. You will have been sent an invitation to attend these sessions via a separate email.

Preparations for a return to school – Nursery 1600–1630 Weds 20 May 2020
Miss Whitwood, Mr Murphy and Ms Leane

Preparations for a return to school – Reception 1630–1700 Weds 20 May 2020
Miss Whitwood, Mr Murphy and Ms Leane

Preparations for a return to school - Year 1 1700–1730 Weds 20 May 2020
Miss Whitwood, Mr Murphy and Mrs Rogers

Preparations for a return to school - Year 6 1730–1800 Weds 20 May 2020
Miss Whitwood and Mr Murphy

Academic Matters and Pastoral Support - Junior School 1600–1645 Thursday 21 May 2020
Miss Whitwood and Mr Murphy

Cleaning and Hygiene

The following points of routine will be enacted:

- All frequently-touched surfaces, equipment, door handles and toilets will be cleaned thoroughly at both the start and end of each day, as well as at regular intervals during school hours.
- Regular checks will be made to ensure that soap is available in every toilet.
- Hand sanitiser will be available in every classroom, as well as at other prominent stations around College, including outside the Refectory. These will be replenished regularly.
- Classroom bins will be replaced by lidded-bins, for the disposal of tissues. All bins will be double-bagged and emptied each day.
- Disposable tissues will be available in every classroom to implement the 'catch it, bin it, kill it' approach in each group, and we will ensure that these are topped-up regularly.
- All surfaces and floors will be cleaned thoroughly each day, and in advance of College opening.
- All soft toys and items (e.g. cuddly toys, beanbags, cushions) will be removed from classrooms in advance of College reopening as these items are much more challenging to clean regularly.
- All toys will be disinfected in advance of the College reopening.

Embedded Daily Routines

The immediate priority for young children at this time is to re-socialise them into new and safe school routines. As such:

- All pupils will begin their first day with staff reminding and reteaching them how to wash their hands properly. In addition, after every lesson, pupils will be expected, in groups no larger than two, to wash their hands thoroughly. They will also be directed to wash their hands after particular activities e.g. using wheeled bikes, trikes and other large, movable toys, or during key transition points throughout the day.
- Pupils, particularly in EYFS and KS1, will be gently encouraged, where possible, not to touch their faces or to put objects in their mouths. When this does happen, the items will be placed in soapy water and cleaned as soon as this has been identified, in order that other children do not use them.

Additional Health and Safety Measures

- For younger children, the resources made available for child-initiated learning will be carefully considered. For example, malleable resources, such as playdough, will not be shared and will be removed from the classroom.
- Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities, will be washed before and after use and children will be discouraged from sharing these.
- PE and Games lessons will be taught by Mr Macklin, Miss Morris and Mr Pinder. However, the lessons will be planned to ensure that they are strictly non-contact and do not involve more than any one group (see below for grouping information).
- Signage will be located at regular stations throughout the College to remind pupils about social distancing and general information signs relating to coronavirus.
- To reduce possible contact between different groups of children, and between adults,

larger corridors will be divided, to encourage pupils to walk in a one-way system.

- Teachers will monitor how many children are sent to the toilet at one time to use the facilities and wash their hands. Only two children of each gender can be sent to the toilet at one time, to avoid over-crowding.
- Doors to classrooms will remain open, to avoid excessive touching of door handles.
- Doors and windows will remain open, to allow for air flow and ventilation.
- Where possible, toys will be split between the different groups of children and not swapped from classroom to classroom. This means that only the pupils in your child's group will be able to use the same resources. However, where resources for teaching and learning are necessary for lessons to be delivered successfully, they will be cleaned before being used by the next group.
- Whilst government guidance stipulates that face coverings are not necessary, in order to protect our staff, some of whom are understandably worried about a return to work, we have made the decision that they are able to wear face coverings/masks and/or gloves, if they feel more comfortable doing so. It is acknowledged that face coverings may be beneficial for short periods indoors, where social distancing may be more challenging to maintain, within a Junior School setting.
- The guidance is quite clear that face coverings should not be worn in any circumstances by those who may not be able to handle them as directed. This includes young children. Should you wish for your child to wear a mask, I request that you first discuss this with their Form Teacher.

Pastoral Support and Wellbeing

We are very much aware that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children, and therefore fully recognise that while 'getting back to normal' is important, and will be reassuring for many, the Junior School staff will need to consider how to support pupils who have found the lockdown period particularly challenging.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. If your child is feeling particularly worried about their return, we would be grateful if you could inform your child's Form Teacher in advance of 1 June in order that we have the full information to best provide support. You may feel it is beneficial for them to speak to your child, with parental oversight, in advance of the return to school, to provide them with reassurance and answer any questions they may have.

Form Teachers will be using the extended Form Time session this Friday 22 May to go through some of the logistics, prepare children for a return to school and answer any questions they may have. Please do begin to explain a possible return to school to your children in advance of Friday, in order that they are aware of the focus of that Teams meeting, and are not unnecessarily surprised by the content. Form Teachers of the year groups who are not returning, will also make pupils in their form aware that some year groups will be coming back to school, and whilst they may not be, their teachers are still very much there for them and they will continue with the remote learning provision currently in place for them.

We have created a bespoke timetable, which will allow for regular and daily PSHE, Form Time and circle time sessions with their teacher and peers. Our staff will ensure that they provide:

- opportunities for pupils to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults.
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activities, such as positive opportunities to renew and develop friendships and peer groups
- other enriching developmental activities

Please be aware that Miss Isaac, Mrs Rogers, Mrs Calogeras and I are all returning to College, and are all Mental Health First Aid trained.

The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. The Junior School staff will aim to strike an appropriate balance between reintegrating pupils into a reassuring and familiar working environment on the one hand, whilst identifying and taking time to address individual concerns or worries, on the other.

Smaller Groupings

The government has indicated that it continues to be important to reduce contact between pupils as much as possible. As such, children and staff should, where possible, only mix in a small, consistent group, and that small group should stay away from other people and groups. In line with this guidance, pupils in each year group will be divided into groups of no more than 15 and, where applicable, desks will be moved to keep pupils a distance apart and they will be required to sit at the same desk for all lessons taking place inside. They will be based in one classroom with only this group.

Only those teachers working within their year groups will be responsible for delivering lessons, with the addition of Mr Macklin, Miss Morris and Mr Pinder, who will be delivering PE and Games. I will also be reading stories to each group at some stage in the week. However, all staff will endeavour to maintain a distance from pupils, with the acknowledgement that this may not always be possible within a Junior School setting. Please also be aware that in the case of staff absence, alternative members of Junior School staff may be required to supervise a particular group.

- **Nursery:** Nursery will be split into two groups, consisting of a maximum of 11 pupils. I would like to make you aware that whilst Ms Leane will be planning, preparing and delivering pre-recorded sessions remotely to the Nursery pupils, she will unfortunately be unable to come into school to deliver lessons in person. One group will be supervised by Mr Quast and Mrs Compton, the other group will be supervised by Ms Scott and Ms Curran.
- **Reception:** Depending on the number of pupils returning in Reception, there will be either three groups, with a maximum of 11 pupils, or, should some pupils within the year group stay at home, two classes of a maximum of 15 pupils. Reception pupils will continue to be supervised and taught by Miss Isaac, Ms Rose, Mr Ede and Mrs Henderson.
- **Year 1:** Year 1 will be split into three groups of a maximum of 12 pupils. Mr Clifford, Mrs Rogers, Mrs Grattan-Kane, Mrs Vidgeon and Mrs Murphy will teach and supervise Year 1. Mrs Webb will also be working in Year 1 as Mrs Bowes is unable to return to school at this stage.
- **Year 6:** Depending on the number of pupils returning in Year 6, pupils will either be

split into four groups, no larger than 13 pupils, or three groups of 15 pupils. Year 6 will be taught and supervised by Mrs Dixon, Mr Coley, Mr Pinder and, if four groups are required, Mrs Calogeras. Due to the guidance and restrictions, we will be unable to split pupils into their normal maths groups, and therefore groupings will be of mixed ability. Teachers will, of course, ensure that they have sufficient resources available in order to differentiate successfully, supporting those who need additional help and challenging those who may need extending. The needs of all pupils will be met, despite the mixed-ability grouping.

Once all parents have completed the survey, and we know how many pupils will be returning to school during the initial phase, teachers will begin to work on the groupings. Teachers will be taking friendship groups into consideration when creating the groups, in order that pupils are able to socialise with their friends during play time. The groupings will not be shared in advance, in case numbers need to be balanced on the first day of return. However, should you have any strong views regarding your child's group, please email your child's Form Teacher. Please be aware, however, that no guarantees can be made, and once the group allocations have been decided, swapping between the groups will not be permitted.

Collection and Drop Off Arrangements

Changes to drop off and pick up routines will be required to reduce the number of people arriving at the East Gate. Whilst we appreciate that this may result in a narrow window to drop off your child, it is essential to ensure a smooth transition at the start of the school day, and to minimise over-crowding or grouping, in the interest of infection control. We ask that you adhere to the social distancing measures while waiting, as marked out along the pathway, under the covered area by the East Gate. Gatherings on the College site to talk to one another will no longer be possible (which is of course disappointing), including at collection. Please ensure that you stand on the marked points at both drop off and collection.

To avoid congestion, we ask politely that you only enter the College site within the allocated window assigned to your child's year group. Should you be dropping siblings off for different year groups, Miss Jackson will get in touch with you directly to ascertain your preferred drop off time, in order that you only need to make one journey to school.

For drop off, pupils in Year 6 and Year 1 will be required to say goodbye to parents along the pathway leading the East Gate, and will walk with a Junior School member of staff onto site, without a parent accompanying them.

Reception and Nursery will have staggered starting points in smaller groups, due to it possibly being more difficult for them to separate from parents following such a prolonged period away from school. We ask that you help prepare them for what to expect at home, walk with them to the EYFS playground and assist the staff with this transition. Junior School staff will be unable to hold the hand of the children or carry them as they would ordinarily to assist them with this transition, so your support with this will be much appreciated.

Upon collection for all year groups, please queue at the marked points within the window allotted. Junior School Staff will send you to the playground in small groups to collect your child and exit directly from the East Gate, before the next year group of parents can be sent through to collect their child.

Unfortunately, the West Gate entrance is out of action and we therefore require your patience with the staggered drop off and collection times due to the limited entrance opens.

Before and After School Care will not be operating during this period as it could only be done if pupils are able to remain in their same groups. Unfortunately, due to the number of pupils likely to require BSC and ASC, as well as the limited staff available, we would be unable to supervise this facility safely, and in accordance with government guidance. We ask that you ensure that you make arrangements to collect your child (with a maximum of one adult coming to the site per family) within the allotted timeframe.

Year 6 will no longer be able to wait in the Refectory in the morning, due to Senior School staff being unavailable to supervise this whilst the Senior School pupils remain at home. We ask that Year 6 parents drop off and collect pupils for the duration of this period as a precautionary measure, and for supervision when queuing outside the East Gate.

Reception will be divided into two groups (not the same groups they will stay in for the day) in order that each classroom will begin with part of the class getting settled, before the second group joins them. That way we hope it will not be overwhelming for them entering their classroom at the same time. Miss Isaac and Ms Rose will email you in advance with your child's group and arrival time. Once it is felt that pupils are accustomed to the start of day routine, we will work towards a model of one arrival time for Reception.

Reception, Year 1 and Year 6

	Reception	Year 1	Year 6
Drop Off	Group 1 0840-0900 Group 2 0900-0920	0820-0840	0800-0820
Collection	1510-1520	1520-1530	1530-1540

Nursery

Nursery pupils will be split into groups of five or six for drop off and collection, numbers depending. Mr Quast and Mrs Compton will teach and supervise Groups 1 and 2 together; Ms Scott and Ms Curran will teach and supervise Groups 3 and 4 together. Nursery pupils will not return to school until Tuesday 2 June or Wednesday 3 June, depending on their group. This is mainly due to the Nursery team requiring time to separate all resources and equipment into two classrooms (the current Nursery classroom and Activity Room). It will also enable all other year groups to be more accustomed to the routine, and for school to feel a little more settled for Nursery upon their return. Ms Leane will email you, once numbers are confirmed, with your child's starting date and time. However, the arrival and grouping model is listed below:

	Group 1	Group 2	Group 3	Group 4
Tuesday 2 June Drop Off	0920-0940	No School	0920-0940	No School
Tuesday 2 June Collection	1500-1510	No School	1500-1510	No School
Wednesday 3 June Drop Off	No School	0920-0940	No School	0920-0940
Wednesday 3 June Collection	No School	1500-1510	No School	1500-1510
Thursday 4 June Onwards Drop Off	0920-0940	0940-1000	0920-0940	0940-1000
Thursday 4 June Onwards Collection	1500-1510	1500-1510	1500-1510	1500-1510

Our hope is, as children settle into the new format and routine, we will be able to work towards a model where the year group can arrive at the same time. As soon as it is felt that we are able to make this transition, we will get in touch with Nursery parents separately.

Transport

It is recommended that you reduce any unnecessary travel on public transport where possible (for example, by walking or cycling to school, and, if these modes of transport are not possible, by driving). Should you be required to use public transport for your child's journey and be concerned about rush hour, please let your child's Form Teacher know and I will be on duty at the East Gate from 1000-1020 for any parents who wish to drop their child off outside of rush hour, once all other year groups have arrived in school.

Teaching and Learning (pupils in school)

Nursery

Nursery lessons will continue to be provided by Ms Leane remotely and facilitated by Mr Quast, Mrs Compton, Ms Scott and Ms Curran. The nature of these lessons will remain in the same format as they were when pupils were last in school, whilst ensuring that government guidance is followed. The timetable for Nursery remains flexible, in order to adapt lessons to the needs of the pupils in that class. There will be a timetabled Games lesson, that will be taught by Mr Macklin and Miss Morris, with support from the Teaching Assistants in Nursery. Throughout the day, lessons will take place in the classrooms, the outdoor play area and the Woodland Classroom.

Reception

Lessons in Reception will be taught by Miss Isaac and Ms Rose, with support from Mrs Henderson and Mr Ede. An outdoor learning space will be available in the smaller playground, that will be timetabled between the classes. All equipment that is used will be cleaned between use from class to class. The Reception classes will also be using the Woodland Classroom, and have a timetabled Games lesson, that will be taught by Mr Macklin and Miss Morris, supported by Mr Ede and Mrs Henderson.

Year 1

Year 1 will have a daily form time, followed by hour-long maths and English lessons every day between the start of the day and lunch. This is in order to provide a structure and routine for the pupils, and to ensure that there is a focus on the core subjects. Pupils will also have a daily phonics lesson (except Fridays), and a circle time/reading session, to support their mental and emotional wellbeing. In the afternoons, pupils will have IPC and Games lessons, alongside an afternoon of woodland classroom, handwriting and spelling, and PSHE. The Specialist Tuesday and Fun Forder Friday activities will continue in the afternoon on these days, and will be directed by the member of staff supervising that class. This will help the pupils to engage with a range of the vast amount of lessons available week to week.

Year 6

In Year 6, pupils will begin each day with a Form Time, followed by a daily, hour-long English lesson, followed by an ERIC/Handwriting lesson. They will also have a daily hour-long maths lesson in mixed ability groups, rather than their usual sets. This will be followed by a 40-minute PSHE/Transition session, on three days a week, and a Music/Drama session twice a week, to support the emotional and mental wellbeing of all the pupils, and to prepare them for transition to Senior School. In the afternoons, pupils will have one Games lesson and two IPC lessons. Specialist Tuesday and Fun Forder Friday activities will take place on these days and will be directed by their teacher, in order that pupils experience a wider range of the activities available to them.

Remote Learning (children remaining at home)

We understand and appreciate that some parents of these year groups may wish to keep their child/children at home during this time, and it is important to us that we continue to provide a modified model of remote learning for these pupils. It would not be feasible for this to take the same format as has taken place this half term, given that staff will be in school teaching.

Please note that on the first day back (Monday 1 June), the primary focus in school will be on supporting the pupils in settling into the new routines and resocialisation. Therefore, there will not be any remote learning provision available for Reception, Year 1 or Year 6 on this day.

In Nursery and Reception, due to the nature of the lessons and the timetable being fluid to best support the pupils, lessons taking place in class will be recorded and uploaded to Teams, as and when they happen. Please check Teams regularly each day for updates of any recordings that have been made or set notifications on Teams, to alert you with any updates. All recordings will go into the Form Time Team. These could be lessons to develop the pupils English and maths skills, or where there are opportunities for story time or topic. Any additional resources you may need will be added to Firefly and/or Teams for you to support your child with any follow-up activities and tasks.

In Year 1 and Year 6, maths and English lessons will be streamed live and recorded on Teams, in order for pupils to either take part in the lesson as it happens, or to access it at a later date. All recordings will be uploaded to the class maths or English team. These lessons will take place at 0910-1010 and 1050-1150 for both year groups. IPC lessons will also be streamed live and uploaded to Teams. In Year 1, this will take place on a Wednesday at 1300-1510 and in Year 6, lessons will take place on a Wednesday and Thursday at 1330-1530. In Year 1, pupils can also stream or download the circle time/reading lesson each day between 1050-1210, and in Year 6, pupils can stream or download the PSHE/Transition or Music/Drama lesson each day, between 1150-1230. Resources Specialist Tuesday and Fun Forder Friday will continue to be uploaded to

Teams, so that pupils can download and then submit their work in the same way as they have done during this half term. Any additional resources you may need will be added to Firefly and/or Teams for you to support your child with any follow-up activities and tasks.

Marking and Books

Pupils will be working on printed worksheets during this period of time, instead of their school books. Teachers will continue to assess how pupils are progressing in a lesson and provide verbal feedback in order that pupils know what their next steps need to be. Where verbal feedback has been given, this will be marked on the sheet, once it is safe for teachers to do so.

For children continuing to learn at home, tasks will continue to be set, submitted and marked using Firefly Tasks.

Siblings

Twins will automatically be placed in the same group, in order to minimise mixing between groups.

Children of Critical Workers

For parents dropping children off for critical worker supervision (pupils in Years 2, 3, 4 and 5), you will need to go via the College Office to drop-off your child for critical worker supervision between 0800 and 0900, and to the East Gate at the allotted time for your child returning to school (Nursery, Reception, Year 1 and Year 6). These pupils will be based in the JS ICT Room and supervised by Junior School staff as they complete their remote learning. This group will remain together for the duration of the day and collection should be from the College Office, no later than 1600.

Equipment

Pupils in Year 6 will need to continue to bring their own stationery to school as normal.

Pupils in Year 1 will be required to bring their own pencil cases in from 1 June, to avoid sharing of school stationery. They will only require limited items, so please ensure that these are the only items brought into school, as it will take some management on the part of the teachers to ensure pupils are not distracted by their new items! Their pencil cases will remain on their desks for the duration of this period, and they will not be bringing it home each day, to ensure they always have what they need in school, and to facilitate a smoother routine at the end of the school day. Pencil cases should contain; pencils, rubbers, a sharpener (preferably one that collects sharpenings), a ruler, colouring pencils, one highlighter, scissors and a glue stick. It would be helpful to send pupils in with an apron or oversized shirt that could be used to protect their clothing during art tasks.

Children in Nursery and Reception will not require a pencil case, but lessons will be planned and designed to avoid excessive use of shared items. Nonetheless, the items will only remain and be used by the small number of pupils within your child's group and, should they be required by another group, they will be washed and cleaned beforehand.

Pre-Prep pupils will not be able to bring objects and items in for Show and Tell as normal. Please continue to use the Show and Tell gallery in the shared area on Microsoft Teams and the staff will put this on the screen for pupils to share with the class interactively instead.

Pupils will be unable to exchange books or bring school books home during this period. In Year

1, the teachers will place a pile of books on your child's desk, specific to them and not to be shared with the other pupils until they are suitably cleaned. Year 6 teachers will also provide pupils with a school-only reading book, which will remain on their desks and not sent home or shared with other pupils. The teachers will continue to advise you on suitable reading material for home, and pupils will complete reading activities collectively in lessons, but via the screen or printed sheets, which will not be shared with other children.

Break and Lunch Time

Break and lunch time will be staggered to avoid all returning children having to share recreational space and time. Pupils will only be able to spend break and lunch play time in their small groups, as opposed to the entire year group. The playground and field will be marked with grids, to indicate the area where each group will play. Pupils will be unable to play with items outside and the emphasis will be about creating their own games and resocialising with their friends. The teachers will give them some good ideas of games they can play!

Year 6 pupils will continue to bring in a healthy, nut-free snack for break time. Nursery, Reception and Year 1 pupils will be required to also bring in a healthy, nut-free snack for their break time. Fruit will not be provided for them during this period, to avoid food distribution and preparation in the classroom. Please try to avoid items with wrappers, in order that pupils can eat their snack independently, without any assistance opening a wrapper/lunch box to access it.

Lunch will continue to be provided by school in the Refectory; your child should not bring in a packed lunch. Lunch times have been staggered as they normally would be, and children will sit at allocated, distanced, spaces from the other children within their small group.

Visitors

The College will remain a locked site for the duration of the school day, to limit the number of external visitors to the school during school hours.

You should only come to the College site outside of the drop off/collection times when strictly necessary, and you will need to come to the College Office to do so. Please be aware that Miss Jackson will be operating the Junior School Office remotely and there will, therefore, not be a facility to drop any forgotten items off at the College Office. Should this happen, we cannot guarantee, unless staffing permits, that a member of staff will be able to take it over to the Junior School. Please ensure that your child has all of the necessary items when you drop them off in the morning.

Should you wish to meet with your child's Form Teacher, this can be organised directly with them and must take place remotely, using Microsoft Teams or via phone.

Uniform

It is advised that normal personal hygiene measures will suffice, and that clothes should be washed following a day in school. As we are aware that some items of uniform are not machine-washable, and that it may not be possible or practical to wash your child's school uniform on a daily basis, pupils are not required to wear uniform. Your child's home clothing should be washed at the end of the school day, and your child should not wear these same clothes again, until washing has taken place. Please ensure your child is dressed suitably for a day in school, where they are comfortable and also able to take part in PE and Games lessons. We advise that they wear trainers to and from school, so that no changing will be needed during the school day.

All EYFS and KS1 children should ensure they have wellies in school, as a lot of learning will take place in the Woodland Classroom. They will also require a waterproof coat.

Please also ensure that you have applied sun cream to your child on hot days and they bring this with them to school, along with a sun cap. Staff are unable to apply this to pupils themselves, so it is essential this is done in the morning and staff are therefore only issuing reminders to re-apply sun cream on particularly hot days, prior to outdoor activity.

Illness and First Aid

We will have paediatric first aiders on site, as well as additional first aiders. We will be unable to complete and send home accident forms, as we would normally, but you will be informed if first aid is administered to your child via an email, with the details that would ordinarily be shared with you on the form. Please be aware that your child's teacher may tell you face to face upon collection, before following up with an email, as it may be difficult for them to email you before the end of the school day, whilst they are supervising the children.

If your child took their medical items (inhaler/EpiPen) home during the lockdown period, please ensure that they bring it with them on the first day back to school.

Children who have been classed as **clinically extremely vulnerable**, due to pre-existing medical conditions, have been advised to shield. We do not expect these children to attend school, and they will continue to be supported at home as much as possible.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and you should follow medical advice if this applies to your child.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), they can attend their education setting.

Should a member of your household, or your child, display coronavirus symptoms (a high temperature, a new, continuous cough, loss or change to your sense of smell and taste) then it is vital that you do not send your child to school. Please follow the most current advice on Public Health England and email jsoffice@sdmil.org.uk to inform College.

Should the staff feel that your child has symptoms of coronavirus while they are in school, they will be separated from other pupils immediately, and you will be required to collect your child as soon as possible. Your cooperation with this will be required, in order that a risk is not posed to the other pupils and the staff.

Attendance

Parents and carers of eligible year groups, and parents who are critical workers, are strongly encouraged to bring their children to school from 1 June. However, should you decide not to send your child into school, we will authorise the absence and you will not be held to account for your attendance figures during this time.

You must decide what is appropriate for your individual home circumstances, and the College will support you with this.

Once you have finished reading this letter, please ensure you complete the survey found at the link below, to indicate whether you intend to send your child to school from 1 June. Should you indicate that you do not wish for your child to return to school, there is space for you to explain

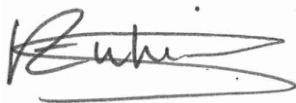
why. Please be aware, this is solely for us to ascertain the reasons why parents may not wish for their child to attend school, for our own records.

It is essential that we know exactly how many pupils will be returning to school in order that we can arrange staffing accordingly. We therefore ask that you ensure you complete the survey by 1200 on Thursday 21 May. If you have more than one child in the year groups returning, we ask that you complete the survey for each child separately.

The survey can be found at this link: <https://www.surveymonkey.co.uk/r/8R2QDJ3>

I can appreciate that there is a lot for you to consider in this letter and it will have taken time to read. I also know that many of these measures will be disappointing for you and for the pupils. However, I know that you will appreciate how essential it is that we do all we can to keep all members of our community safe. As you can imagine, there is a lot for us to prepare during the upcoming two weeks, but I am certain we will be in a strong place to manage this safely, whilst also doing all we can to keep the spirits of the children up during the period of time these measures will be in place. We will call upon parents to help assist us with preparing the children for what their daily routine may look like in advance, and to let the Form Teacher know if this flags up any concerns for them. Collectively, and with a cohesive, communal approach, I am positive that St Dunstan's will make the very best of a challenging situation.

Yours sincerely



Miss L. Whitwood
Head of Junior School