

Colnbrook C. of E. Primary School

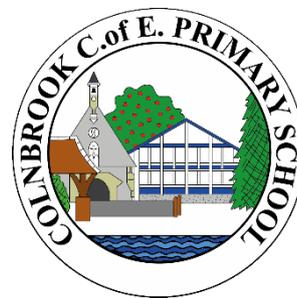
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Headteacher: Mr Tom Brunson B.A.(Hons), PGCE



13th July 2020

Dear Parents and Carers,

I am delighted to be appointed as the new Headteacher of Colnbrook Primary School and I'm excited to join such a great school community.

First, I want to say what an amazing job you've done: alongside dealing with huge upheaval to life as we know it, you are supporting your child's wellbeing and learning. I am delighted that Mrs Gates and the staff have enabled the whole school to return before the summer break and I am very appreciative of all the work they have done.

I will write to you all in September introducing myself fully, give you opportunities to meet with me and ask any questions you may have. Today, however, I want to communicate plans about the school opening for September. Coronavirus is still impacting all of our lives and I know that this will cause concern and anxiety for many families.

I have met with the Senior Leadership Team and we have created a detailed plan that will enable the school to open, full-time, to all pupils whilst maintaining the safety of all pupils and staff. We have carefully followed all government guidance and will publish a full risk assessment on the school website in due course. Whilst we cannot remove the risk of catching coronavirus entirely, our plan aims to minimise the risk of transmission. To keep everyone safe, we do all need to work together and follow the plan we have created.

This letter details the plans for reopening. I apologise that this letter is so long, but I want to provide you with as much information as I can. Please ensure you read this whole letter carefully.

School Opening Dates

We will open full-time to pupils in Year 1 – 6 as planned on **Wednesday 2nd September 2020**. Pupils in Nursery and Reception will be given their own individual start dates between 2nd and 14th September. Attendance from September will be compulsory. I understand you may feel anxious about returning your child to school, however the staff and I will take time to listen to any worries you have and work with you to overcome these.

Learning in Bubbles

Each class will become a bubble up to a maximum of 30 children, except in Early Years where Nursery and Reception will share the same bubble. The Learning Resource Unit (LRU) will function as its own bubble and Mrs Esson will be in contact with parents of children attending the unit provision. Each class bubble will be paired with one other bubble to use the outdoor space at the same time, with the exception of Early Years and the LRU. For everyone's safety, it is important that bubbles do not mix other than with one other allocated bubble. For LRU children, they therefore will either be full time in class, or in the LRU to prevent mixing of groups. Each group of 2 classes will have separate allocated times for arrival, break, lunch and home time. As far as possible, staff will remain with their bubble all week.

Arrival and Departure

It is vital that parents do not congregate around entrances to the school while waiting for children and that they maintain social distance at all times. To enable this to happen, we have staggered start and end times of the school day.

When dropping off and picking up your child please ensure that:

- Only one adult drops off and collects children and that you arrive at the allocated time slot. This will help us reduce the number of adults around the school site.



- You remain socially distant from other parents and children while waiting and therefore reduce the risk of transmission of the virus.
- You wait outside the gate and wait for your child to be sent to you.

Every morning class teachers will meet children on the playground and send them into the classroom where a member of support staff will be waiting. A member of SLT will also be available.

Arrival Time	Front gate	Back gate	LRU gate
8:30 - 8:40am	---	Year 3	Year 6
8:40 - 8:50am	Nursery (AM)	Year 2	Year 5
8:50 - 9:00am	Reception	Year 1	Year 4 & LRU
12.15pm	Nursery PM session	---	---

At the end of the day, class teachers will bring children outside to the playground to meet parents. Please wait outside the gates and your child will be sent to you. Year 5 and 6 children with written permission will be able to walk home alone.

Departure Time	Front gate	Back gate	LRU gate
11:35 – 11:45am	Nursery AM session	---	---
3:00 - 3:15pm	Nursery PM session & Reception	---	---
3:00pm	---	Year 3	Year 6
3:10pm	---	Year 2	Year 5
3:20pm	---	Year 1	Year 4 & LRU

We understand that these timings may cause a problem for those of you with children in different year groups. If these timings are difficult for you, please get in touch with us and we will do our best to accommodate you where possible.

What to wear and bring to school

Full Colnbrook uniform should be worn from September. Government guidelines do not recommend more frequent washing of clothing than is normally required. Children should only bring the following items into school:

- PE kit (in a drawstring bag or plastic bag - no rucksacks)
- Lunchbox (if not having school dinners)
- Water bottle

No other equipment or belongings should be brought to or from school. Children will be provided with individual pencil cases that contain all they need and these will remain in school. We will be sending reading books home later in the autumn term, but we will communicate with you separately on how we will do this.

Face coverings or masks are not required and we will support children to safely remove these on arrival at school. If you wish your child to continue to wear a face covering, please speak to a member of staff and we can discuss this with you.

Lunches

Children will eat lunch in with their class bubble either in the classroom, or using an outdoor space. School dinners can be ordered and will be delivered to classrooms by staff, although this menu will be more limited than usual. Due to the cleaning required between bubbles in the hall and staffing required to do this, we will not use this space to serve or eat

lunch initially. We will look into changing this once term starts and hope to provide a more comprehensive menu later in the term.

Communication

We will continue to restrict entry of parents to school to help minimise the risk of spreading the virus. However, we still want to support and help you as we normally would. If you have a question or concern, please contact us through email or phone the school office. Messages can be passed to relevant members of staff who will get back to you. Teachers will not be able to talk to you on the playground but will be happy to talk over the phone or contact you through email.

Breakfast and After School Clubs

We will not run breakfast or after school clubs in September, however we will consider running them for bubbles later in the autumn term if it is safe to do so. We will communicate this with you in due course.

Hygiene

Children will be required to wash their hands regularly throughout the day, including on arrival, after break times and before and after eating. Soap and hand sanitizer will be available for use. We will discuss good hygiene practises with the children and encourage them to catch coughs and sneezes in a tissue that is placed in a lidded bin.

Coronavirus symptoms

You must not send your child to school and get a test if you notice:

- A high temperature
- A persistent cough
- Loss of smell or taste

Children also should not attend if any member of your household is required to self-isolate or has tested positive for COVID-19. You should follow medical advice in this instance.

If we notice a child in school displaying any symptoms of COVID-19, we will isolate them and request you to collect your child immediately. You must then access NHS testing which can be booked online. If the result of the test is negative, your child can return to school but if it is positive they must remain out of school for 7 days and all members of your household must self-isolate for 14 days. If a child in a bubble tests positive for COVID-19, we will close that bubble for 14 days and provide remote learning for that bubble.

Your support and understanding is greatly appreciated at this unusual time. No doubt our plan will need updating and adapting in the first few weeks of term and I will communicate any changes with you. As always, if you have any questions or concerns, please contact a member of the Senior Leadership Team who will be happy to speak with you.

I would like to extend my sincere thanks to Mrs Gates and Mrs Clarke who have worked tirelessly for the children and staff of Colnbrook this year, particularly in these difficult circumstances. I wish them all the very best in their next challenges.

I look forward to meeting you all properly in September. In the meantime, I wish you a happy and restful summer break.

Yours sincerely



Mr T. Brunson

Headteacher from September 2020