

Dear Parent/Carer,

We are writing to let you know about what we are doing at The Meadows to get ready to welcome all our children back to school full-time in September. We're excited about being able to come together as a school community once again.

The information in this letter is correct at the time of sending it. We may need to change it if circumstances change or there are changes to government guidelines. If that happens, we will let you know about any changes as soon as possible. We have done all our planning with the other schools in our trust and we have followed the trust's risk assessment process in doing so. The trust board has seen and approved our risk assessment. You can find a copy of it on the trust website (www.wellswaymat.com).

Throughout the planning process the safety of children and adults has been our over-riding concern. Our risk assessment has been based on the system of nine controls the government has asked us to factor into our planning to help minimise risks.

System of controls

This is the set of actions schools must take, based upon advice from Public Health England:

Prevention:

- 1.** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2.** Clean hands thoroughly more often than usual
- 3.** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4.** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5.** Minimise contact between individuals and maintain social distancing wherever possible
- 6.** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers **1** to **4** must be in place in all schools, all the time.

Number **5** must be properly considered and schools must put in place measures that suit their particular circumstances.

Number **6** applies in specific circumstances.

Response to any infection:

- 7.** Engage with the NHS Test and Trace process
- 8.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9.** Contain any outbreak by following local health protection team advice

Numbers **7** to **9** must be followed in every case where they are relevant.

As a trust we have planned to get children back as quickly as possible whilst giving time to ensure that they understand the new procedures and systems that will be in place for their safety, in line with the advice from Public Health. This will help to alleviate any anxieties they may have about returning to school after what for most children has been six months away from the classroom. In the first week of term, Tuesday 1st and Wednesday 2nd September are both INSET days which will be used for staff training and planning in preparation for the start of term. For the remainder of the week, children in years 1 to 6 will attend for an induction day and then will all be in full time from Monday 7th September.

In our school, we have agreed the following pattern:

Date	Year group
Tuesday 1 September	Staff INSET day
Wednesday 2 September	Staff INSET day
Thursday 3 Sept	Years 1, 3 , 5 only, in for induction day
Friday 4 Sept	Years 2, 4, 6 only, in for induction day
Monday 7 Sept	All year groups back in full time except the Reception class

The arrangements for children joining us in the Reception class are as follows:

	Dates	Times
Week 1	Thursday 3 rd September and Friday 4 th September	Stay and play with a story time. Starts at 1.30pm – 3pm. The children are invited to come for this short session (no parents). They can attend one or both sessions but please do make sure they come to at least one.
Week 2	Monday 7 th September and Tuesday 8 th September	Zoom meetings throughout the day from 9:00am – 3:30pm Appointments emailed
	Wednesday 9 th September– Friday 11 th September	All children to attend from 9:00am – 11.30am
Week 3	Monday 14 th September – Friday 18 th September	All children to attend from 9:00am – 11.30am
Week 4	Monday 21 st September – Friday 25 th September	All children to attend from 9:00am – 12.45pm (stay for lunch)
Week 5	Monday 28 th September onwards	All children now in full-time from 9am – 3:15pm

We will continue to organise the children into bubbles and the measures we will take are aimed to ensure there is minimal contact between the bubbles. In our school children will be grouped into bubbles as follows:

FOR CHILDREN IN YEAR 1	
Induction day Thursday 3 rd September	Please drop off 9am and collect at 3.15pm
School day – Monday 7 th Sept onwards	Please drop off 9am and collect at 3.15pm
Pupil grouping	They will be in a bubble of Year 1 and 2 children.
Classroom	They will be taught in Daisy classroom
Entrance/exit	KS1 entrance
Playtime and lunch	10.30am – 10.45am and 12 noon – 12.45pm

FOR CHILDREN IN YEAR 2	
Induction day Friday 4 th September	Please drop off 9am and collect at 3.15pm
School day – Monday 7 th Sept onwards	Please drop off 9am and collect at 3.15pm
Pupil grouping	They will be in a bubble of Year 1 and 2 children.
Classroom	They will be taught in Buttercup classroom
Entrance/exit	KS1 entrance
Playtime and lunch	10.30am – 10.45am and 12 noon – 12.45pm

FOR CHILDREN IN YEAR 3	
Induction day Thursday 3 rd September	Please drop off 9.15am and collect at 3.30pm
School day – Monday 7 th Sept onwards	Please drop off 9.15am and collect at 3.30pm
Pupil grouping	They will be in a bubble of Year 3 and 4 children.
Classroom	They will be taught in Bluebell classroom
Entrance/exit	KS2 entrance
Playtime and lunch	11 am – 11.15am and 12.45pm – 1.30pm

FOR CHILDREN IN YEAR 4	
Induction day Friday 4 th September	Please drop off 9.15am and collect at 3.30pm
School day – Monday 7 th Sept onwards	Please drop off 9.15am and collect at 3.30pm
Pupil grouping	They will be in a bubble of Year 3 and 4 children.
Classroom	They will be taught in Cornflower classroom
Entrance/exit	KS2 entrance
Playtime and lunch	11 am – 11.15am and 12.45pm – 1.30pm

FOR CHILDREN IN YEAR 5	
Induction day Thursday 3 rd September	Please drop off 9.15am and collect at 3.30pm
School day – Monday 7 th Sept onwards	Please drop off 9.15am and collect at 3.30pm
Pupil grouping	They will be in a bubble of Year 5 and 6 children.
Classroom	They will be taught in Foxglove classroom
Entrance/exit	KS1 entrance
Playtime and lunch	11 am – 11.15am and 12.45pm – 1.30pm

FOR CHILDREN IN YEAR 6	
Induction day Friday 4 th September	Please drop off 9.15am and collect at 3.30pm
School day – Monday 7 th Sept onwards	Please drop off 9.15am and collect at 3.30pm
Pupil grouping	They will be in a bubble of Year 5 and 6 children.
Classroom	They will be taught in Honeysuckle classroom
Entrance/exit	KS1 entrance
Playtime and lunch	11 am – 11.15am and 12.45pm – 1.30pm

We are very aware that some children will find the return to school difficult and will be sending out a questionnaire to parents/carers that will help us to assess each individual child's needs. We will be looking very carefully at how we can support children's emotional needs as this will be an essential part of helping them to get back into learning. We also appreciate that some children and families will be anxious about the return to school. The questionnaire responses will also help us to understand these concerns so we can help all our children to get back into school, where they need to be. We will be sending you the questionnaire during the last week of the holiday so please look out for it and help us by completing one for each of your children.

The accompanying sheets set out the information about how our school will operate and what measures will be in place to prevent and respond to infection.

We hope this communication gives you the information you need to prepare your child for his/her return to school in September. If, however, you have any questions during the holiday please email them to enquiries@wellswaymat.com and we will endeavour to provide a response. Our trust website (www.wellswaymat.com) will also contain a section for parents/carers on frequently asked questions (FAQs) about the September return to school, which will be updated on a regular basis throughout the holiday.

Many thanks in anticipation of your support.

Yours sincerely



Joy Mounter
Headteacher



Andrea Arlidge
Chief Executive