



Polebrook C.E. Primary School  
 Main Street  
 Polebrook  
 Peterborough  
 PE8 5LN  
 ☎ 01832 272319  
 ✉ head@polebrook.northants-ecl.gov.uk  
 Head: Mrs Lou Coulthard

Thursday 18<sup>th</sup> June 2020

Dear Parents and Carers,

Last week, I wrote to you regarding the possibility of inviting our Years 2,3,4 and 5 children back to school from Monday 22<sup>nd</sup> June. I am delighted to inform you that we are able to now offer all year groups part time provision for the final four weeks of term, starting this coming Monday. The school offer is for **two days** provision each week for Year 1 upwards, with EYFS continuing with three days. The key worker/ vulnerable provision offer remains for five days per week, Monday to Friday.

Please see our school provision offer below:

<b>Monday</b>	<b>EYFS</b> Year 1 Year 3 Year 5	<b>Key Worker/ vulnerable provision</b>
<b>Tuesday</b>	<b>EYFS</b> Year 1 Year 3 Year 5	<b>Key Worker/ vulnerable provision</b>
<b>Deep clean ready for bubble change</b>		
<b>Wednesday</b>	<b>EYFS</b> Year 2 Year 4 Year 6	<b>Key Worker/ vulnerable provision</b>
<b>Thursday</b>	Year 2 Year 4 Year 6	<b>Key Worker/ vulnerable provision</b> <b>Deep clean ready for the possibility of additional children Friday</b>
<b>Friday</b>	<b>Deep clean ready for bubble change Monday</b> <b>Planning time</b> <b>Home learning liaison and feedback</b>	<b>Key Worker/ vulnerable provision</b>





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## Key information for parents:

### Staggered arrival, departure and break times

Drop off and pick up times at the start and end of the day will be staggered (please see the attached document), and there will be a 'one way' system at the gate to minimise risk of transmission. We ask parents not to gather or linger at these times, and for one parent only to bring the child on to the school grounds. Older children may be able to enter the premises alone. We will use the fire exit or outside doors for entrance to each classroom, and to the hall where the key worker provision will be based. Please be aware that we have received multiple individual requests to change the arrival and collection times for children, and regrettably this is not something that we can accommodate at this time, as our primary concern is safety. Please also ensure you arrive at the school gate at the specified time to avoid gathering.

Play times during the day will also be staggered and the lunch time meal providers will supply cold packed lunches only that can be easily dropped off outside each classroom. Lunch will be eaten in the classrooms or outside. Please see the additional lunch ordering details attached.

Government travel guidance outlines distancing regulations and more information can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  
All families are encouraged to walk or cycle wherever possible.

### Hygiene and Safety Measures

The children will be reminded how to wash their hands properly and will be expected to do this regularly throughout the day, under supervision where necessary. The children will also be taught how to cough and sneeze into a tissue and we will remind them of the 'catch it, kill it, bin it' strategy. All bins will be emptied throughout the day and surfaces and equipment wiped down after use. Enhanced daily cleaning schedules will also be in place, with deeper cleaning on Tuesdays and Fridays.

All soft furnishings have been removed from the classrooms, as well as any resources or equipment that cannot easily be cleaned daily. The Government have asked that class sizes be reduced to 15 children maximum. Tables and chairs will be separated, and Year 1 children upwards will be reminded to distance throughout the day. The government recognises that Primary aged children find distancing regulations difficult, and the emphasis is on maintaining 'bubbles' where possible, enhanced cleaning and hand washing.





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To mitigate risk of transmission, all teachers and assistants will remain with their group wherever possible throughout the day, including break and lunch times, and this means the children and staff will only have access to one area of the building, separate to the other groups. The DfE recognise that there will be minimal bubble crossing for adults and children, and we have mitigated risk of transmission by ensuring there is a deeper clean on Tuesdays and Fridays, ready for a new bubble to come in to school. There will be no movement between bubbles at any other point during the week.

Staff will not wear masks, but PPE is available where staff need to come into closer contact with children. For example, if a child injures themselves or falls ill.

### **Children and adults that are ill**

Children that display COVID 19 symptoms **MUST NOT ATTEND SCHOOL**. If your child displays symptoms during the school day, you will be asked to collect them immediately. In this case, the child will be isolated and supervised by a member of staff until they are collected. Please follow the Government guidelines on isolation should your child, or any member of your household display symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Please be aware that in the case of short staffing, if a staff member falls ill, it is possible that the 'bubble' will need to remain at home at short notice until the staff member is able to return to work.**

### **Well-being and Curriculum**

All the pupils will be taught by either their Class Teacher or a Teaching Assistant that they are familiar with, including SEN support workers where appropriate. Curriculum content will follow the lines of the home learning pack, in order that staff maintain similar provision for all pupils. Teachers will be able to make more informed judgments about individualised learning for those pupils in school, and tailor the learning as appropriate. The children's well-being will be paramount, and ELSA work as well as emotional support where appropriate will be available in school. Outdoor learning is prioritised as one of our Key Curriculum Drivers, and the outside spaces have been timetabled for use throughout the day.





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### Children of Key Workers, vulnerable children, and those with an EHCP

The 'childcare' service will continue from Monday to Friday at each school for eligible families. The hall will be used for this purpose, and your child can attend school with their year group on the relevant days, then attend childcare for the remainder of the week. The DfE recognise that there will be some crossing over of 'bubbles' for staff and pupils, although this should be minimal. There will be daily enhanced cleaning in the key worker setting to mitigate risk of transmission, with a deeper clean on Tuesdays, Thursdays and Fridays.

### What to bring to school

Children should wear school uniform **throughout the week**, although trainers are acceptable. They will also need a coat or sunhat (weather dependant), a clearly labelled water bottle and a packed lunch. Children receiving Free School Meals will continue to do so, whether at school or at home. Cold packed lunches can also be ordered for your child in the usual way. Small bags for school reading books to be transported from school to home are permitted, i.e. book bags or carrier bags, but **no large rucksacks with additional items such as stationery please.**

### Attendance

Whilst attendance for all children is actively encouraged, parents will not be penalised if they choose to keep their child at home. It is important we know which children are in school, and which are at home. Please phone the school each morning as usual if you think your child will not be able to attend and usually does so.

I have attached a home school behaviour agreement to share with your child before attending school next week. The teachers have also posted a welcome back PowerPoint presentation on Class Dojo, so that the children can see what school looks like at this time. Please email your child's Class teacher if you are not signed up to Dojo.

We look forward to welcoming all our pupils back next week. Please don't hesitate to email me at [head@polebrookceprimary.co.uk](mailto:head@polebrookceprimary.co.uk) with any queries.

Yours sincerely,

Lou Coulthard  
Executive Head

