

Dear Parents/Carers,

I hope you are all well as we come to the end of week 16 and the last week of term.

Two pieces of news before the main letter; we are delighted that holiday club will be going ahead. It is a great relief! Also, Jack & Jill's nursery in the EYFS hub will unfortunately be closing this term. We have worked alongside them in the hub since 2015 very successfully and we will miss them. St John's and WFS were asked to put a business plan together for the use of the space. I am delighted to inform you that as of September the whole of the nursery space will now be used by WFS. It means that Reception children can stay in their nursery area after Nursery Assessment Class for another year.

We have been working hard to get the operational handbook/manual ready for the reopening of our school in September. Last night the Governors approved the plan and it will be on our website, but I have just put the important parts on this letter for you. I am sorry it is so long but we are a very large and complicated organisation. Class teachers have received this letter and understand the full handbook, so any questions they will help you.

½ the pupils will return Thursday 3rd September for one day. The other ½ of the pupils will return Friday 4th September for one day. YOUR STAFF TEAMS WILL BE IN CONTACT BY TUESDAY 14th JULY 2020 WITH THE DAY YOUR CHILD WILL BE IN. ALL pupils will return to school Monday 7th September. Transport will be informed of this, however, if your child is not returning or you are bringing them to school it is your responsibility to inform transport. We are waiting for transport to confirm details. If your child is not returning to us in the first instance due to medical concerns or other issues, please inform the office on 3rd September. We will work together to ensure the best for the child and to reduce any anxieties. **Russell House will reopen Monday 7th September and will operate as a family bubble.**

The school will be split into '6' bubbles. Pupils and staff will remain in their bubble for the whole day and each bubble will have its own outdoor space.

Bubble 1	6 th Form	Balcony
Bubble 2	Complex & Sensory – Chestnut, Birch, Beech & Woodlands	Primary Playground
Bubble 3	Secondary including The Bridge (Y7 – Y11)	Secondary Playground & cage
Bubble 4	EYFS Hub	EYFS Hub playground
Bubble 5	Elm/Yew/Maple/Willow	Primary cage

Bubble 6	Cherry/Ash/Hazel/Holly	Field & Bike Track
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Staff and pupils will remain within their bubbles all day. They will be given breaks within their bubble in their own outdoor space. **The bubble will be a strategy for reducing the potential spread of the virus and allows us to ‘lockdown’ bubbles within the school community.**

Within the bubble it is vital that;

1. **HANDWASHING** is a priority and scheduled throughout the day – more than you think
2. **RESPIRATORY HYGIENE** is taught and adhered to
3. Adults (and children where they can) observe **SOCIAL DISTANCING 1m+**
4. **CLEANING ROUTINES** are established and adhered to throughout the school day

The school day will be 8.45 - 3.00 for pupils although pupils who are brought in by parents will be asked to arrive at 9.00am so that we can get the pupils on buses offloaded first.

Parents are not allowed through the main gates of the school unless they have a pre-arranged appointment approved by Headteacher.

Handover of pupils to staff and then back to parents in the evening will be quick and efficient with no opportunity for discussion. Any parents that wish to speak with a teacher have to either telephone or email or make an appointment. Face to face communication is to be discouraged at this time – **SOCIAL DISTANCING MUST BE ADHERED TO AND STAFF HAVE THE RIGHT TO REMIND PARENTS.**

Pupils coming in independently ie, not on transport and also not with parents should enter via the main gate and then come through reception.

Class procedures

Bubble groups	Class name	Route to class if parents bring in /collect	Route to class if coming in on transport
4	Nursery	As per normal – but handover outside the door	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
	Pine	As per normal – but handover outside the door	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
	Oak	As per normal– but handover outside the door	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
5	Maple	Parents to bring in / collect onto primary playground	staff to collect and enter through the fire exit behind Lyn Coles office and through to class. Staff to take pupils to the sports hall for transport at the end of the day
	Willow	Parents to bring in / collect onto primary playground	staff to collect and enter through the fire exit behind Lyn Coles office and through to class. Staff to take pupils

			to the transport at the end of the day
	Elm	Parents to bring in / collect onto primary playground	Staff to collect from bus and walk through to classroom. At end of day pupils to be supported to go straight to transport
	Yew	Parents to bring in / collect onto primary playground	Staff to collect from bus and walk through to classroom. At end of day pupils to be supported to go straight to transport
6	Cherry	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Ash	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Hazel	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Holly	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
3	7C	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	8AB	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	8H	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	9L	Parents to drop off at main gate and then pupil	Staff to collect from bus and walk through to the rear of classroom . At

		to walk to the secondary playground where pupils can enter classroom using the rear door	end of day pupils to be supported to go to sports hall where the bus queues will be
	9PW	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class. At end of day pupils to be supported to go to sports hall where the bus queues will be
	10P	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class . At end of day pupils to be supported to go to sports hall where the bus queues will be
	10MF	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class. At end of day pupils to be supported to go to sports hall where the bus queues will be
	The Bridge	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect and bring around to the rear door of the classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
1	Sixth form	Enter through the main front door and turn left and up staircase by the office	Staff to collect and enter through the main front door and turn left and up staircase by the office.
2	Woodlands	Parents to drop off at main gate and then staff to collect pupil at the main gate and walk to the secondary playground	Staff to collect and bring around to the rear door of the classroom. Staff to take pupils to the transport at the end of the day
	Chestnut	Parents to drop off at main gate and staff to collect and enter through the fire exit behind Lyn Coles office and through to class from there	staff to collect and enter through the fire exit behind Lyn Coles office and through to class Staff to take pupils to the transport at the end of the day
	Birch	Parents to drop off at main gate and staff to collect and enter through the fire exit behind Lyn Coles office and through to class from there	staff to collect and enter through the fire exit behind Lyn Coles office and through to class. Staff to take pupils to the transport at the end of the day
	Beech	Parents to bring in / collect onto primary playground	Staff to collect from buses and bring through main front door to class. Staff to take pupils to the transport at the end of the day

Due to the bubbles we will be unable to release pupils early. I am sorry for the inconvenience that this causes, but I do not have the staffing to accommodate this at this time.

Shared resources will be kept to a minimum where possible and wiped regularly eg: scissors, pens. Soft toys and soft furnishings will be removed. Please do not send soft toys in with pupils.

All doors (where they can) will be fobbed to ensure pupils do not leave the classroom mix with other pupils/staff.

Some classes, to maintain bubbles, will have lunch in their classrooms.

If anyone presents with COVID-19 symptoms they must go to the medical room straight away, and SLT contacted immediately – Rebecca Garratt, Jo Kehoe or Brian Thomas will wear the full PPE and wait with the child. Parents will be told to meet the child from the doors by the dining hall – PARENTS MUST COLLECT IMMEDIATELY.

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

[COVID-19 Standard operating procedures](#)

[Suspected Cases - Flowchart](#)

[Confirmed Cases - Flowchart](#)

Staff will need to go home and be tested, parents will need to collect pupil immediately and be tested. The school will inform Public Health England and follow their protocols to keep staff and pupils safe.

If we do not have enough staff to safely 'staff' a bubble, we may have to close a 'bubble'.

Pupils that bring packed lunches will need to do so in a wipeable container.

Pupils will all need to bring their own drinks bottle.

No pens, pencil cases, toys, etc should be sent in – they will not be allowed into classrooms and must remain in bags on pegs.

Mobile phones will be dropped into a container in the front office and collected at the end of the day.

Spare clothes, pads etc will need to be sent in a bag.

School will not be sending home reading books or home school diaries or other resources for the first couple of weeks and possible beyond that (communication will be via telephone/text/email/video conferencing)

Initially we will be unable to use the pool or changing rooms so no swimming or PE but lots of opportunities to be outside. Whatever the weather we will be outside so please make sure your child has appropriate clothing for the weather – LOTS of fresh air.

Reports will be emailed by your class team on Monday 13th July 2020.

Please remember if you need anything or we can help in any way to let your class teams know and we will try and support. This is a long and complicated letter but any worries talk to your class teacher or email/phone the school office.

We continue to work to support families and get them back to school as and when it is safe to do so.

With kind regards,

Rebecca Garratt

Headteacher

