

**MICKLE TRAFFORD
VILLAGE SCHOOL**

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Dear Parents

I hope you and your families are well, we have really missed you at school. We are preparing school to open to more children from Monday 8th June. We have had support from staff, governors, CWAC, trauma experts and have listened to advice from NHS consultants. Every decision has been made with the health and safety of our children and community at its very heart, with particular emphasis on the impact the past few months may have had on our children's mental health. School will be very different from what it is like normally. Staff are in all this week working hard to make sure we can come back safely. There are a number of measures we have put in place that I need to share with you. We are making videos this week showing you all the changes we are putting in place to help reduce anxiety and prepare your child for coming back.

If your child is not returning to school on 8th June we look forward to seeing you when the guidance changes. In the meantime, we will be sending you and your child a short video to reassure them they are still very much part of our school community.

The concept of 'bubbles'

Firstly, we are limiting the number of children coming back to school, following Government guidance and our Risk Assessments. The clear advice is that children should be in smaller groups in order to support social distancing and to minimise the wider spread of any infection. Children will be shared out across school and kept in groups (bubbles) of 15 (8 for Reception children). Because of this, children will not necessarily be taught by their usual class teacher. Can I reassure you careful consideration has been given to the allocation of bubbles and we have done our best to make the adults as familiar as possible to the children. Following guidance, some bubbles will be taught by TAs under the direction of a teacher. Alongside the arrangements we are making to minimise risk and keep everyone safe, please be assured that we will do all we can to maintain our strong ethos of 'we care, we learn, we belong'. We will do our best to make sure the children enjoy their time in school and continue to have fun!

Where there is illness in one bubble, this minimises the spread of an infection to another bubble. Where there is a need to isolate, quarantine or prevent a bubble coming into

school, this can be done more easily with a small group with limited staff members than a larger group.

Play times and lunchtimes will be staggered to avoid contact with other bubbles. The children will eat their lunch in their classroom or preferably outside (weather permitting). They will also have assigned outdoor spaces for learning and play times, including the field. Our plan is to do lots of outdoor learning, so fingers crossed this lovely weather continues.

They will also arrive and leave the school as bubbles within specific times with the idea that bubbles do not meet.

For the week beginning Monday 8th June we will operate the following bubbles

Please note if you have confirmed your child will be a starting with us on Monday 8th June you will be sent a text informing you which bubble they are in.

Reception – Children will be divided into two bubbles of 8 children **Red** and **Blue**.
Red will be led by Mrs Emison and Mrs Taylor and these children will be based in the reception classroom

Blue will be led by Mrs Cleary and Mrs Lewis and these children will be based in the small classroom next to the Reception classroom (The ClubHouse room)

Both groups will have access to allocated outdoor spaces, including the field.

Year 1 – children are in 1 bubble (of 15 children) and are in the **Yellow** bubble.

The Yellow bubble will be led by Miss Wooldridge and Mrs Weston, they will be based in the Year 1 classroom, and they will have access to an outdoor space and the field.

Year 6 – we have 21 children wanting a space so we have fairly divided these children into two groups **Orange** and **Purple**. These bubbles also have Y5 keyworker children in them.

Orange will be led by Mrs Jackson and Mrs Sykes and will be based in the Y6 classroom.

Purple will be led by Mrs Gent and Ms Kennedy and will be based in the Y5 classroom.

Keyworker children

We have been open and will continue to be open for children of keyworkers in any year group. We are welcoming back a larger number of children in this group so we have opened further bubbles to accommodate this:

Green bubble – this will accommodate 15 keyworker children from Y2 and Y3. It will be led by Mrs Cox and Mrs O'Connor and they will be based in the Y3 classroom.

Turquoise bubble – this bubble will accommodate 15 keyworker children from Y3 and Y4. It will be led by Mr Hutchinson and Mrs Highfield and they will be in the Y4 classroom.

Please note any child returning to school after 8th June and whose year group bubble is full will be allocated a place in a mixed age group bubble. This bubble will be led by Mrs Sheehan and Mrs Holgate.

Timings of the School Day

The school day will operate at a similar time to that which we are used to, however, some slight modifications will take place in order to allow bubbles to arrive and depart without being in contact with other bubbles. Children will have a 15 minute window in order to arrive in and leave school. Timings are listed below, so can we please ask you to arrive promptly. Punctuality will be crucial to ensuring the bubbles remain unmixed.

- **Red Bubble - 9.15am –3.15pm**
- **Blue Bubble – 9am -3pm**
- **Yellow Bubble -8.45am – 2.50pm**
- **Green Bubble- 9am – 3.10pm**
- **Turquoise Bubble 8.45am-3pm**
- **Orange Bubble – 8.45am-3.20pm**
- **Purple bubble 9am -3.30pm**

Drop off at beginning of the day and Collection at the end of the day

Only 1 parent/adult per family will be allowed to drop off or collect children from school. If you have siblings with you could you please ensure they follow the social distancing procedures. Where timings are similar and siblings need to go to different bubbles they can be left with the supervising adult at the earliest drop off time. In the afternoons siblings will be brought around to the earliest child's pick up spot.

Parents will be asked to queue 2 metres apart (a bit like queuing at the supermarket) we will have markings on the ground and sign posts to help you navigate.

We recognise that some children may initially be upset to leave their parents – we will work with you as best as we can (maintaining social distance as far as possible) to support you.

During this time we urge families to be on time to school in order to keep everyone safe. Any children who are late to school should be brought to the main entrance where you will be met by a member of staff who will guide your child to their bubble.

We will of course retain our 'open door policy', but will have to do this in a remote rather than face to face way. If you need to speak to a member of staff could you please text or email admin@mickletarfford.cheshire.sch.uk and an appointment/arrangement will be put in to place.

Please remember we will be sending out a video sharing these new arrangements with you, it's a lot to get your head around!

Red drop off 9.15am

I will greet the children as they come through the Infant gate on School Lane as normal. Please could parents and children form a queue on the slight incline, observing the social distance markings in place. The children will be called in by either Mrs Emison or Mrs Taylor as you reach the front of the queue and will need to walk to their teacher. They will wash their hands using the reception facilities and go into their classroom. Parents could you please follow the one way signs and leave through the staff carpark immediately (which will be closed to new vehicles between 8.30-9.30am)

Red collection 3.15pm

Like the morning can you please come through the Infant gate respecting social distancing and forming a queue on the slight incline. Mrs Emison or Mrs Taylor will send your child out to you once you are at the front of the queue to dismiss them. Could you then please leave the area immediately via the staff carpark following the one way system (which will be closed to new vehicles between 2.45-3.45pm).

Blue drop off 9am

I will greet the children as they come through the Infant gate on School Lane as normal. Please could parents and children form a queue on the slight incline, observing the social distance markings in place. The children will be called in by either Mrs Cleary or Mrs Lewis as you reach the front of the queue and will need to walk to their teacher. They will wash their hands using the reception facilities and go into their classroom. Parents could you please follow the one way signs and leave through the staff carpark immediately (which will be closed to new vehicles between 8.30-9.30am)

Blue collection 3pm

Like the morning can you please come through the Infant gate respecting social distancing and forming a queue on the slight incline. Mrs Cleary or Mrs Lewis will send your child out to you once you are at the front of the queue to dismiss them. Could you then please leave the area immediately via the staff carpark following the one way system (which will be closed to new vehicles between 2.45-3.45pm)

Yellow Drop off 8.45am

I will greet the children as they come through the Infant gate on School Lane as normal. Please could parents and children form a queue on the slight incline, observing the social distance markings in place. The children will be called in by either Ms Wooldridge or Mrs Weston as you reach the front of the queue and will need to walk to their teacher. They will wash their hands using the KS1 boys facilities and go into their classroom. Parents could you please follow the one way signs and leave through the staff carpark immediately (which will be closed to new vehicles between 8.30-9.30am)

Yellow Collection 2.50pm.

Like the morning can you please come through the Infant gate respecting social distancing and forming a queue on the slight incline. Mrs Wooldridge or Mrs Weston will send your child out to you once you are at the front of the queue to dismiss them. Could

you then please leave the area immediately via the staff carpark following the one way system (which will be closed to new vehicles between 2.45-3.45pm).

Green Drop off 9am

Please come in through the KS2 playground gate. Mrs Burnett will greet the children as they come in. Children will socially distance outside observing the social distancing markings, and will be called in by Mrs Cox or Mrs O'Connor to wash their hands and come into class. Parents can you please leave through the Brownie gate observing social distancing (this will be sign posted and explained fully in the video to be sent to you).

Green Collection 3.10pm

Mrs Cox or Mrs O'Connor will dismiss the children from the Y3 classroom. Parents please come in through KS2 playground gate, observe the social distancing markings, collect your child and follow the one way system and leave through the Brownie gate observing social distancing.

Turquoise Drop off 8.45am

Please come in through the KS2 playground gate. Mrs Burnett will greet the children as they come in. Children will socially distance outside, by observing the social distancing markings, and will be called in by with Mr Hutchinson or Mrs Highfield to wash their hands and come into to class. Parents can you please leave through the Brownie gate (this will be sign posted and explained fully in the video to be sent to you).

Turquoise Collection 3pm

Mr Hutchinson or Mrs Highfield will dismiss the children from the Y4 classroom. Parents please come in through KS2 playground gate and observe the social distancing markings, collect your child and follow one way system and leave through the Brownie gate observing social distancing measures.

Orange Drop off 8.45am

Can the children please come through the tennis club gate observing social distancing Mr Reed will be on the gate to restrict numbers coming in, they will walk to the Y6 classroom, entering the room through the external door not the double doors next to the toilets.

Orange Collection 3.20pm

Parents please use the tennis court gate, come into the KS2 playground and observe social distance markings. Once the children have been dismissed please can you leave following the one way system through the Brownie gate observing social distancing measures.

Purple Drop off 9am

Can the children please come through the tennis club gate observing social distancing Mr Reed will be on the gate to restrict numbers coming in, they will walk directly to the Y5 classroom, entering through their own classroom external door, not the double doors next to the toilets.

Purple Collection 3.30pm

Parents please use the tennis court gate, come into the KS2 playground and observe the social distancing markings, once the children have been dismissed please can you leave following the one way system through the Brownie gate observing social distancing measures.

The Wakeup Shakeup/ The Clubhouse Before/After School Provision

Initially, there will be no before/after school provision. This is to maintain the bubbles and prevent cross contamination. Further advice will be gained over the coming weeks and a review of staffing will be completed to see if this service can be resumed.

There will be no before/after school clubs at this time.

Uniform

We recognise that children may have outgrown their old uniform and it may be difficult to source new uniform straight away. It is your choice if your child wears a school uniform; the main thing is to wear something that is comfortable, practical and easily washable. The guidelines state that "There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided." If possible, the children should wear clean clothes every day. Children will not be getting changed for PE. So can they please wear suitable footwear for outdoor games.

What to bring

Children will only need:

- a filled (named) water bottle
- a healthy fruit snack (we have checked and unfortunately the free KS1 snack is currently unavailable)
- a packed lunch, if not having a school lunch (please note school lunches for the first week will be a packed lunch)

Depending on the weather they will also need

- a coat
- a sun hat
- named sun cream (providing they can apply it themselves). If possible please could you apply a 12 hour sun cream before they come to school.

No reading bags, pencil cases, toys, sports equipment or PE kits to be brought in please. If absolutely necessary a small backpack may be permitted to carry water bottles and lunch boxes.... In addition your child can bring their own named hand sanitisers and hand cream, although there will be access to both in school.

It is advised that resources between school and home are restricted therefore reading diaries should remain at home. Each bubble will have a selection of relevant reading books and a system to return and change books.

Toilets

Each bubble will be assigned one toilet area to use at all times and children will use the toilet area one at a time, monitored by an adult. Movement around the school building will be restricted and will follow a one-way system. We will use outside to move around as much as possible, to ensure children do not come into contact with others in a different bubble. Toilet areas will be cleaned regularly during the day.

Learning

We plan to continue to provide distance learning for all children who are not attending school, and similar planning will be delivered in classes to provide some consistency between home and school. As well as this, there will be a focus in school on mental health and well-being, health education, speaking and listening and the basic skills of reading. Staff have completed a number of online training opportunities specific to the Covid-19 Trauma impact and will use strategies to support children who may need additional support. As mentioned earlier, we will be spending as much time as possible outside. Doors and windows will be open as much as possible, so please dress your child accordingly.

Health, hygiene and safety measures in place

- Children and staff will sanitise hands using soap and water or hand sanitiser upon arriving at school and before leaving, and at regular intervals during the day.
- At times, some staff may wear a face visor and / or a mask, particularly when administering first aid or providing care for a child that becomes unwell.
- Doors and windows will be open as much as possible for good ventilation.
- We will clean / disinfect equipment and surfaces throughout the day; gates and door handles, phones, ipads, etc.
- We will reduce toys available to play with to those most easily cleaned.

What happens if someone becomes unwell at an educational or childcare setting?

The school has an isolation area where a child who has symptoms will be kept safe until they can be collected.

If anyone becomes unwell with a new continuous cough, a rash, a high temperature or a loss of, or change in, your normal sense of taste or smell (anosmia) in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

Playtimes

There will be times during the day where children will be able to go outside, but we recognise that the nature of children is to play together and this will lead to physical contact. Children will be taught a range of non-contact games and supervised/led in playing them by school staff.

Playtimes will be staggered to maintain the social bubble. Each bubble will have their break together in a separate area of the school grounds.

Please note Mrs Christian will not be able to provide toast or drinks so could KS2 children please bring in their own healthy snack.

Lunch Times

Mrs Christian will be preparing a school lunch for the children – Reception, Year 1 and Year 2 children are entitled to a Universal Infant Free School meal each day. KS2 children will be able to purchase a school meal, if desired. Kitchen staff will maintain social distancing and all food will be prepared with the strict hygiene measures that already exist. Children will eat their lunch in their own bubbles with meals being delivered to them.

Attendance

If your child has been allocated a place please follow current school procedures to report any absence.

Please note parents will not be fined for non-attendance until further notice.

A register will be taken each morning and afternoon to record those who are in school.

Children that are not in school we will continue to maintain contact with you via our home learning platforms and phone calls.

Office/Admin Enquires

Mrs McNally and Mrs Averill will be working from home where possible, therefore the office will not be staffed at all times. Due to the small space in the front lobby and by the office, parents and visitors will not be allowed into school. Please make all queries either by emailing admin@mickletrafford.cheshire.sch.uk or text messaging, which will be monitored all day.

I know this is a lot of information and please be assured we will try to explain the details in our videos. These new procedures form our new home school agreement and by allowing your child into school we will assume you have accepted and agreed to its content. Our amended First Aid Policy and Behaviour Policy are also attached for your information.

Thank you for your support and understanding over the past few months, I am not saying it is going to be easy and we will be tweaking and adapting as we go along, please bear with us.

Kind regards

Wendy Lyon

Head Teacher