



Inspiring a love of learning through  
the bonds of family, faith and friendship.

# Folksworth C of E (VC) Primary School

Apreece Road, Folksworth, Peterborough, PE7 3TY

**Headteacher:** Michelle Norbury NPQH

**Telephone:** 01733 240562

**Email:** [office@folksworth.cambs.sch.uk](mailto:office@folksworth.cambs.sch.uk)

**Website:** <https://folksworth.eschools.co.uk>

**Twitter:** @FolksworthCofE

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Dear Parents/ Carers,

Thank you for your patience since the announcement that schools may be re-opening to pupils in Reception, Year 1 and Year 6 on 1<sup>st</sup> June. There has been a lot of work to do in order to ensure that we can facilitate this requirement safely. I appreciate all of your responses to the surveys I have sent out, with almost every family responding. I have read all of your responses and have taken these into account as far as possible when planning for the re-opening of our school.

Our school is in a position where we believe we can re-open to key workers, Reception, Year 1 and Year 6 on 1<sup>st</sup> June, if the Government confirm that this is going ahead in an announcement planned on 28<sup>th</sup> May. As a small school we will do our utmost to maintain the sense of being the 'Folksworth family' that we value so highly. However, due to the required changes in organisation, we cannot get away from the fact that our school will seem a very different place to what it was prior to lockdown. There have been many changes planned which will need to be implemented in order to facilitate a re-opening which ensures that school can be as safe as possible for the children and staff. These plans have been fully discussed and approved by Governors and staff. Please be aware that they are subject to Local Authority approval and may change if any further guidance is issued.

I completely understand that making the decision about our children returning to school is an emotive subject for many of you, as it is for the staff and myself. The decision about whether to send your child back to school is completely down to individual families and will be fully respected. There will be no penalties for absences during this time.

In order to maintain the safety of the children, the organisation and expectations have had to change. These are outlined below in order to allow you to make an informed decision about returning your child to school. Information regarding home learning for those year groups not included in this re-opening phase is also set out.

## Class Organisation Bubbles

In Government guidance there is an expectation for schools to have groups of up to 15 pupils. Due to the sizes of our classrooms it is not possible to achieve this whilst positioning pupils at a safe distance from each other. We have checked the capacity of each of our classrooms and planned accordingly. These space restrictions mean that we will be dividing the children into bubble groups. We have allocated a place for all of our pupils in Reception, Year 1 and Year 6.

For key workers, there is a place allocated to those who requested it using the form sent out earlier this week. Further requests will be dependent on that particular bubble reaching capacity. Once it is full we will not be able to create any new bubbles due to space limitations within the school building. It is expected that key worker children will attend every day and not on a part time basis.

We expect that numbers within the 'bubbles' will increase to their maximum capacity over time.

Whilst in school the children will remain in these bubbles at all times. They will not be able to interact with children or adults outside of their bubble. The adult leading the bubble groups will be assigned to them at all times. There will be some members of staff, such as myself and the office staff who are not assigned to any bubbles, making them available to offer support to the group leaders. This will be done following social distancing guidelines.

If the bubble group leader becomes ill, it may be that we have to close the bubble for that day as we will not be able to replace the adult leading the group.

Bubble details are set out in the table below:

Bubble	Location	Year Group	Maximum Number in the Bubble	Group Leader
Red	Acorn	Reception	11	Mrs Sawyer
Orange	Oak	Reception / Year 1	11	Mrs Wright
Yellow	Maple	Year 1	11	Mrs Reynolds/ Mrs Duckett
Green	Elm	Year 6	13	Mrs Perry
Blue	Hall	Key Workers	15	Miss Copeman

If your child has been identified as part of the key worker group or is in Reception, Year 1 or Year 6 you will receive an email by Tuesday next week informing you of the bubble group your child has been allocated to.

### Social Distancing and the Learning Environment

The staff will do all that they can to model and implement social distancing, however, we recognise that children, particularly those in the younger age groups, are going to find this very difficult to maintain. By creating the smaller bubble groups we are reducing the amount of possible contact they may have but cannot guarantee full social distancing within these groups. We will continue to remind children but they will not be 'told off' when they forget this expectation.

To support social distancing within the bubbles the children will each have a workspace and seat allocated to them. They will be provided with their own equipment in a tray on their workspace that they will use to complete their learning. There will be limited contact with children's books by others and staff will give verbal feedback and praise to the children for their work. Free play activities will be very limited.

If you choose for your child to return to school we do expect your family to follow social distancing guidance from home at all times.

### The Curriculum

Initially we shall be concentrating on wellbeing and mental health. We will be teaching the children about hygiene expectations and expectations around social distancing. We will be supporting them in learning and devising non-contact games that can be played outdoors at break times and lunchtimes.

We will continue to follow our book themed curriculum as far as possible. Staff will focus on delivering key skills and addressing gaps in learning. There will also be more creative activities themed around a chosen book.

Additional homework for those in school will not be set.

For children of key workers the intention is to combine the home learning activities set through Teams with supplemented activities focusing on developing key skills.

### Hygiene

Handwashing and cleaning routines will be built into the school day. All classrooms have handwashing facilities. Children will be asked to wash their hands as they come into their classroom and at specific points during the day. Staff will have access to cleaning materials during the day and will wipe down tables and equipment at appropriate points.

### Changes to the Start and End of the Day

We would expect children to attend every day. To support with social distancing we will be staggering the start and end time of the school day. You will also be required to collect from different areas of the school as set out in the table below.

**School will close to all pupils at lunchtime on a Friday.** This is to allow staff to have their contractual planning, preparation and assessment time (PPA). Unfortunately we cannot cover this during school hours as it would mean mixing adults across different bubble groups.

It is an expectation that one adult from each family drops off and collects the children at the times set out. This also applies to our Year 6 pupils who have previously been allowed to walk home on their own.

We would ask that parents/ carers are punctual when dropping off and collecting their children and that they maintain social distancing during this time.

We have tried to minimise the need to drop of siblings at different times and different areas. However, if your family is effected by this we will be able to arrange for both siblings to be dropped off at the same time.

Bubble Group	Drop Off Time	Where to Enter School	Lunchtime	Collection Time	Location for Collection
Red	8:45am	Acorn Outdoor Area (gate to enter the outdoor area next to the kitchen will be open)	11:45am-12:30pm *not Fridays	2:45pm  *11:45am on a Friday	Acorn Outdoor Area (gate to enter the outdoor area next to the kitchen will be open)
Orange	9:00am	Hall Fire Exit (gate to enter the Acorn outdoor area next to the kitchen will be open)	11:45am-12:30pm *not Fridays	3:00pm  *12pm on a Friday	Playground
Yellow	9:15am	Maple Door (one family in the outdoor area at a time)	12:30pm-1:15pm *not Fridays	3:15pm  *12:15pm on a Friday	Playground
Green	8:45am	Elm Classroom Door	11:45am-12:30pm *not Fridays	2:45pm  *11:45am on a Friday	Playground
Blue	9:15am	Hall Fire Exit (gate to enter Acorn the outdoor area next to the kitchen will be open)	12:30pm-1:15pm *not Fridays	3:15pm  *12:15pm on a Friday	Hall Fire Exit (gate to enter Acorn the outdoor area next to the kitchen will be open)

### Lunchtime and Break Time Arrangements

Children will remain in their bubbles at break times and lunchtimes. They will be allocated a specific area of the playground or field to play in and will not be able to mix outside of this. Staff will support children in playing non-contact games during this time. All play equipment has had to be removed as we will not be able to clean this between different groups using it, thus avoiding cross contamination.

Dolce, our catering provider, are able to provide hot or cold 'grab bags' for school lunches. These will be prepared by Mrs Johnson, our cook, and delivered to the classroom where they will be eaten in the room or outdoors as a picnic. These can be booked in the usual way by logging onto School Grid and will be available from 1<sup>st</sup> June. Packed lunches may be brought in from home and stored in the room allocated to your child's group.

### Uniform Expectations

We ask that children and staff all come to school wearing a clean set of clothes each day. Ideally this would be school uniform. However, we understand that children will have grown over this time or it may not be possible to get it washed in time. Please encourage your child to wear school uniform wherever possible, however, we will not be enforcing our uniform policy.

For PE lessons the bubble group leaders will inform you of the days that this will take place and children may come into school wearing their PE kits on these days.

### Sharing Resources

As previously mentioned, children will be allocated their own equipment wherever possible. Where shared resources are needed these will be cleaned before and after use.

We ask that children bring in their own named water bottle that can be kept at their desk and refilled by them during the day. Other resources from home, such as book bags, will not be required and cloakrooms will not be used.

We will no longer be able to send reading books home from school but children will be given regular opportunities to read to their bubble group leader during the school day. Families are encouraged to continue sharing stories with their children at home from their own collections.

#### Contacting the Office or Speaking with Teachers

Where it would have been normal to 'pop into the office' or have a quick chat with the teacher on the playground this will now not always be possible.

We ask that, wherever you can, communication is via telephone or email. Where you do have to take something into the office we ask that only one family enters the foyer at a time.

Teachers will respond to emails as soon as possible and will facilitate online meetings to discuss your child if required.

#### Home Learning Arrangements

We were pleased to see from the survey that the majority of families found the home learning set through Teams to be a worthwhile resource. We appreciated your feedback on areas to develop in the future.

Home learning assignments will not be set by staff during half term week.

From 1<sup>st</sup> June staff will be planning and delivering lessons in school so will not be available to facilitate home learning in the same way. Home learning assignments will be set on a weekly basis (scheduled on a Monday) for Years 2, 3, 4 and 5. These can be supplemented by a range of online resources including BBC Bitesize Lessons and the Oak National Academy.

#### Early Birds/ Stay and Play

The recent parent survey confirmed that there is not a requirement for our Early Birds/ Stay and Play provision for the majority of families at this time. This provision will not be offered until after the summer holidays when the requirement for this will be reviewed.

#### Free School Meal Vouchers

If your child is attending school and is entitled to a free school meal, this can be booked using School Grid in the usual way. If your child is not attending school, Edenred vouchers will be ordered for your child and emailed to you at the end of each week.

#### PPE and Exposure to COVID-19

**Please remember your child should not come to the school site if they, or a member of your household, is showing any symptoms of COVID-19.**

Despite all of these protective measures, we cannot guarantee that children will not be exposed to someone who is showing symptoms or has the virus. We have procedures that include an isolation room for those that show symptoms and the guidance states that if we have a positive test come back from a pupil or staff member then that entire bubble group will then need to self-isolate for 14 days.

We are in the processes of ensuring we have the correct PPE in place and the Local Authority is helping with this. Government guidance states that we should not wear masks or take temperatures of children on entry to school.

#### And finally...

Please be assured we are working extremely hard through this phase and are keeping the safety of our pupils, staff and families at the forefront of what we do. Our staff and governors would love for us to be back together again as a school but only in a manner which is as safe as can be expected for all of us.

I appreciate that this is a lot of information to digest and where I have tried to give you as much information as possible to allow you to make an informed decision I recognise that you may still have questions or require clarification. **I will be available in school on Monday between 9am and 12pm if you wish to telephone to discuss your individual questions or concerns.** Alternatively, please email [head@folksworth.cambs.sch.uk](mailto:head@folksworth.cambs.sch.uk) and I will do my best to answer your questions.

Yours sincerely,

Michelle Norbury  
Headteacher