



Hertfordshire County Council  
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Head teacher T. Mylotte

21<sup>st</sup> May 2020

Dear Parents,

### **Return to school**

Further to my letter of 15<sup>th</sup> May, I am now in a position to update you about the arrangements for the possible opening of schools to more children from 1<sup>st</sup> June.

Throughout the week, a huge amount of work has taken place from measuring each room in the building to work out the capacity, marking out 2m areas with hazard tape, removing all resources so that just chairs and tables are left in classrooms, trying to match available staff to year groups, creating bubbles (small groups) within year groups for an ever changing number of children, organising staggered break times, lunchtimes, drop off and collection times and points as well as continuing to provide Google Classroom and childcare. We like a challenge and certainly had one this week!

After measuring the classrooms and working out how many children can be accommodated, I have created initial small group 'bubbles' to accommodate the children who will be returning. **Your child's bubble name will be communicated to your separately.** The children and staff in each bubble will not interact with pupils or staff in any other bubble. Each bubble will operate from Monday to Friday but **there will be no school for children in any year group bubble on Friday afternoons.** This is because I have to ensure that every teacher has 10% statutory PPA time (release from class) each week and I cannot use other teachers to cover this as they cannot interact with one bubble then mix with another. **As there is a significant amount of logistical planning, if you have not already requested a place for your child, I cannot accommodate a request for a place before the week commencing 15<sup>th</sup> June.**

Childcare for keyworker and vulnerable pupils will continue to be available on Friday afternoons for any parents who cannot make alternative arrangements. If your child is in a year group bubble they cannot join the keyworker childcare bubble on a Friday afternoon as this would mean that they are in two bubbles, which is not allowed.

In order to ensure that we can have as many children in school as possible every day of the week and we can manage the children's return in as safe a manner as possible, I have allocated each bubble a staggered drop off and collection time. This is to reduce congestion at the gates, on the paths and playgrounds. Nursery will finish earlier than usual as there are numerous lunch sittings for the other children and they need safe, free access to the playgrounds.

We will bring the children back in a phased manner to ensure that the process is as safe as possible. I will review the phased approach each day but anticipate that it will work as follows:

**From Monday 1<sup>st</sup> June: Keyworker children, Y6 and Y1 children only**

**From Tuesday 2<sup>nd</sup> June: Keyworker children, Y6, Y1 and YR children only**

**From Wednesday 3<sup>rd</sup> June: Keyworker children, Y6, Y1, YR and YN children**

Initial Drop off and Collection Arrangements

	<b>Bubble Name, Staff, Location and Instructions</b>		
<b>Drop off Time</b>	<b>Keyworker Group Foxes (mixed staff)</b>	<b>Koalas with Miss Pepper/Mrs Baker</b>	<b>Kangaroos with Miss Keen/Miss Hardy</b>
<b>8.45am</b>	West Avenue gate (right hand side)  No keyworker parents on site-staff will collect the children	Greenwood Park gate  Child to go immediately to 6N classroom  No Y6 parents on site	West Avenue gate (left hand side)  Child to go immediately to 6K classroom  No Y6 parents on site
<b>9.00am</b>	<b>Kookaburras with Mrs Bramall/Mrs Twining/Mrs Akpan</b>	<b>Seahorses with Mrs Beames/Mr Harrison/Mrs Patrick/Mrs Collison</b>	<b>Polar bears with Miss Walsh/Mrs Durrant</b>
	West Avenue gate (right hand side)  Child to go immediately to the rear of class 5EH via the back path  No KS2 parents on site	Greenwood Park gate  1 adult only to accompany the child <b>via the field</b> to the grass at the back of class 1BC  Child must remain by their adult's side at all times	West Avenue gate (left hand side)  1 adult only to accompany the child to the front lawn  Child must remain by their adult's side at all times
<b>9.15am</b>	<b>Starfish with Miss Child/Miss Parkes/Mrs Raynes</b>	<b>Dolphins with Mrs Digweed/Mrs Field/Mrs Hawkins/</b>	<b>Penguins with Mrs Wicks/Mrs Hill</b>
	West Avenue gate (right hand side)  1 adult only to accompany the child to the grass outside 2C classroom  Child must remain by	Greenwood Park gate  1 adult only to accompany the child <b>via the field</b> to the grass at the back of 1D  Child must remain by	West Avenue gate (left hand side)  1 adult only to accompany the child to the front lawn

	their adult's side at all times	their adult's side at all times	Child must remain by their adult's side at all times
<b>9.30am</b>	<b>Nursery with Mrs Cooper/Mrs Tsang/Mrs Green</b>		
	West Avenue gate (left hand side) 1 adult only to accompany the child to the infant playground gate Child must remain by their adult's side at all times		

<b>Collection Time</b>	<b>Bubble Name, Staff, Location and instructions</b>		
<b>11.15am</b>	<b>Nursery</b>		
	1 adult only to collect child via the West Avenue entrance. Wait on the front lawn Child must remain by their adult's side at all times		
<b>2.45pm</b>	<b>Koalas (12.15pm on Fridays)</b>	<b>Kangaroos (12.15pm on Fridays)</b>	<b>Kookaburras (12.15pm on Fridays)</b>
	Collect from <b>Greenwood Park gate</b>  No Y6 parents on site	Collect from <b>West Avenue gate (left hand side)</b>  No Y6 parents on site	Collect from <b>West Avenue gate (right hand side)</b>  No Y6 parents on site
<b>3.00pm</b>	<b>Seahorses (12.30pm on Fridays)</b>	<b>Penguins (12.30pm on Fridays)</b>	<b>Polar bears (12.30pm on Fridays)</b>
	1 adult only to collect <b>via Greenwood Park gate, then via the field</b> to the grass at the back of 1BC  Child must remain by their adult's side at all times	1 adult only to collect <b>via West Avenue gate (right hand side)</b>  Wait on the front lawn  Child must remain by their adult's side at all times	1 adult only to collect <b>via West Avenue gate (left hand side)</b>  Wait on the front lawn  Child must remain by their adult's side at all times
<b>3.15pm</b>	<b>Keyworker Group Foxes</b>	<b>Dolphins (12.45pm on Fridays)</b>	<b>Starfish (12.45pm on Fridays)</b>
	<b>West Avenue gate (right hand side)</b>  No parents on site	1 adult only to collect <b>via Greenwood Park gate, then via the field</b> to the grass at the back of class 1D  Child must remain by their adult's side at all times	1 adult only to collect <b>via West Avenue gate (left hand side)</b> then wait on the front lawn by class 2C  Child must remain by their adult's side at all times

## Equipment

- Your child must bring in their own packet/box of tissues.
- Your child will need a water bottle and either bring a packed lunch or order a school packed lunch (not nursery). The packed lunch box should be thoroughly cleaned each evening.
- Your child is welcome to bring in their own named hand sanitiser/soap/hand cream if you would prefer.
- Please do not allow your child to bring in a pencil case, soft toy or playground toys.
- EYFS children should bring in a spare set of clothes. (These can be uniform or non uniform)

## Other Essential Information

- In order to maintain social distancing, it is essential that you arrive at school at the allocated drop off and collection time only. Please do not arrive earlier or later than your slot as this will impact on the safety of others. If you arrive late you may have to wait at the gate until the people in the allocated time slot have left the premises.
- Reminder-as there is a significant amount of logistical planning, if you have not already requested a place for your child, I cannot accommodate a request for a place before the week commencing 15<sup>th</sup> June.
- If you have booked a place for your child you must contact us as usual by 9.00am if your child will not be in school/nursery on a particular day.
- For the safety of all adults and children, please ensure that you maintain a 2m distance between others at all times.
- We may only have one office in operation due to individual staff circumstances. Please continue to telephone or email the office.
- If someone different will be collecting your child, it is essential that we are informed as early as possible and at the absolute latest by 11.30am as office staff will not enter classrooms other than in an emergency situation.
- The office team will be in contact to check emergency contact details. If your child feels unwell, has a temperature or shows signs of illness they will be immediately isolated and must be collected promptly. If you cannot guarantee this, please do not send your child to school or nursery.
- Essential medication e.g. epipens/asthma inhalers must be brought to the infant office on the first day that your child attends school.
- Children should wear school uniform and this should be washed each evening.
- I do not anticipate that fruit and milk will be available.
- It is not recommended that children wear face masks.
- The government has been clear that young children cannot be expected to remain 2m apart. We will put all reasonable measures in place but it is impossible to guarantee that children in all year groups, particularly EYFS and KS1 will maintain a 2m distance from their peers. Please prepare your child for the expectations before they come back to school/nursery.

- We will continue to use Google Classroom for all of the children who will be at home. Teachers will extend the deadline for the work and will feedback on all work that is submitted on time. (This will not necessarily be your child's class teacher.)
- There will be no clubs on any day.
- Children may not leave bikes and scooters at school.

If there are any changes to this information I will update you as soon as possible.

Finally, I would like to share some staff news with you. Mrs Davies (SENCo) will be leaving at the end of the Summer Term as she has taken up the position of a dyslexia support teacher at a local school. Mrs Krajewski is expecting her first child and Miss Norris is expecting her second child.

Kindest regards,

Tracy Mylotte  
Headteacher