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21 May 2020

Dear Parents/Carers

We know you've seen in the news that schools may reopen on the 1st June to some year groups if the Government thinks it is safe at that point. It is a very unsettling time for us all, but rest assured that we are doing everything we can to make sure we're ready to receive **Reception, Year 1** and **Year 6** if it is safe to do so on **Tuesday 2<sup>nd</sup> June**. Unfortunately, we cannot cater for **Nursery** at this time due to restrictions on staffing.

We are currently conducting a thorough risk assessment and putting together an action plan based on government guidance. Specific guidance has been given from the Government, these are the measures we will have to take:

- We will only be able to accommodate **Reception, Year 1** and **Year 6**.
- School will be completely **closed** on a **Friday** from **1pm** to allow for a deep clean.
- We can only have a maximum of 10 - 15 children in each classroom.
- These 10 - 15 children will be kept within their 'bubble' and apart from other children throughout the school day. This bubble may not include their class teacher and they may be in a different classroom from the one they are used to.
- We may have to change these arrangements if we are further restricted by staffing levels, which could mean closing at short notice.
- The children will have to sit in the same seat in their designated classroom all day and will have to use their own pencil, ruler, rubber etc. and not share equipment with others. This will be provided by school.
- We will use outside learning as much as possible.

We have introduced a staggered start and finish time, so not all children arrive or are picked up at the same time. This will be as follows:

- **Reception - 9.10 – 3.15** Please enter through the silver gate and use the outside classroom door.
- **Year 1 – 8.50 – 3pm** Please enter through the silver gate and use the outside classroom door.
- **Year 6 – 8.50 – 3.15pm** Please enter through the green gate and use the outside classroom door.
- **Key worker provision will continue from 8.50 – 3.15** and continue to enter through the main office.
- Please observe social distancing when on site and queue 2m apart which will be indicated by markers. If you need to speak to a member of staff, please contact the office by phone or email and make an appointment.



- Only one adult will be allowed to drop off / pick up and preferably no siblings. Social distancing will need to be followed, do not congregate by the gates and please leave the school site promptly.
- Government advice is to wash clothes daily so to support you in this, children can come in their own clothes and uniform is not required.
- We will be unable to offer breakfast and after school childcare facilities or after school clubs.
- We have to make sure there are lots of hand washing opportunities during the day.
- We will continue to update our school website with learning materials for children at home.
- We will be unable to send reading books home.
- All classrooms will look very different, especially Reception and Year 1.
- We have to remove all soft furnishings, soft toys and equipment that is difficult to clean, to reduce the risk of spreading the virus.
- Lunchtimes and playtimes have to be staggered so that 'bubbles' of children cannot mix and lunch will be eaten in classrooms or outside where possible. Children must bring their own packed lunch or order one through the usual app.
- Children must bring a named water bottle to school every day.
- We cannot take siblings of children in Reception, Year 1 and Year 6.
- Dudley have confirmed that attendance is not compulsory.
- In line with government guidance, if anyone in your family is ill or displays symptoms of Covid-19 please do not send your child in to school and observe the relevant self-isolation rules.
- If your child develops symptoms whilst in our setting, they will be self-isolated from others in an identified room. They will need to be collected immediately and to then be isolated at home as per government guidance.
- If a child in the setting is diagnosed with Covid-19, the entire bubble of children and staff will need to self-isolate as per government guidance.

This is not school as we know it and is going to be a huge change for staff, pupils and parents but we will try our best to make it as happy as possible for the children. If you have any worries or concerns, please use the school email address ([info@ashwood.dudley.sch.uk](mailto:info@ashwood.dudley.sch.uk)) to discuss these with us.

Please bear with us as we try to arrange and finalise how this is all going to work.

We know that some families have decided they won't be sending their children back until September, given the information shared with you above on how the school will run, more of you may make that decision. We have been told that as it stands currently, there are no plans to fine parents if they choose not to send their children to school for the rest of the summer term.

I know that the uncertainty of the current situation is difficult for us all, but please be reassured that the safety of our children and staff remains our top priority. We will try our best to take every step to make our school as safe as possible. We will do everything we can to help our children understand the changes to their school environment, however, can we stress that due to the age of our children, I cannot guarantee social distancing.

The support we have received at Ashwood has been wonderful, and we would like to take this opportunity to thank you all for your kind messages and wishes – it really does mean so very much to all of our staff.



In the meantime, we will continue to use our daily home learning which is on the school website for your child. Please do what you can without putting any pressure on yourselves or your children. Their emotional well-being is the most important thing at this time. We will keep in contact with you when we have new and updated information in these difficult and uncertain times.

Yours Sincerely

Keith Butler  
Head Teacher

