



THE PEGASUS ACADEMY TRUST



WHITEHORSE MANOR
INFANT SCHOOL



ECCLESBOURNE
PRIMARY SCHOOL



WHITEHORSE MANOR
JUNIOR SCHOOL



BEULAH INFANT &
NURSERY SCHOOL



CYPRESS
PRIMARY SCHOOL

Executive Headteachers:

Mr M J Roberts & Ms L D Sampson

Head of Upper School: Ms G Buchan

Head of Lower School: Mrs J Sorensen

Dear Parents and Carers

As you are hopefully aware, your child is in one of the year groups selected for return to school from the week beginning Monday 8th June. For more information about the reasoning behind this selection of these year groups, and the risk assessment undertaken prior to opening, please visit <https://www.pegasusacademytrust.org/news/parents/pat-plans-for-restarting-school-provision-from-june-1st>.

This letter aims to explain the arrangements that will be in place at school, and the new guidance that everyone will have to follow to make sure that everyone in school can remain safe. It is important to note that the reopening of schools is subject to the government's 'five key conditions' being met; updated guidance from the Government, PHE (Public Health England) and other scientific advisers is being published daily and may cause us to review plans between now and 8th June. Any new cases of Covid-19 amongst our children/students or staff may also impact our ability to reopen the school. Therefore, it is important to understand that the plans set out in this letter may be subject to change.

There are also some key aspects of school reopening that I want to bring to your attention so that you can make an informed decision about your child returning to school:

- Whilst we will take all measures possible to ensure social distancing, it must be acknowledged that we will not be able to guarantee social distancing at all times;
- Children will be working in groups of no more than 15 children in all cases, and children will ideally be divided into smaller groups (of 7 or 8). These groups will be fixed for the duration of the summer term in school. These groups of 15, even those in the same year group, will not mix at any time, including lunch and breaks;
- The staffing of these groups will be as consistent as possible with the same adults working with the group unless staff absence makes this impossible;
- Your child may not be with their usual teacher or in their current classroom;
- The classroom layout will be different to support social distancing and children will work at a set desk;
- The curriculum will be taught differently, as paired and group work will not be possible;
- Children may see staff wearing Personal Protective Equipment (PPE), particularly where this is required to deal with medical or sickness situations;
- The use of educational resources will be restricted and will need to be cleaned more regularly.

Each class has been divided into two 'bubbles' – A and B; they have then been subdivided into groups 1 and 2. You should have already received a text telling you which group your child is in.

The Year 1 'bubbles' have already been arranged so unfortunately we cannot make any changes. Myself and Ms Chapman have done our best to ensure this has been done fairly, so I'm sure you'll appreciate that to make changes from individual parental requests wouldn't be fair to the rest of Year 1. Government guidance now suggests that you can meet at a distance outside with up to 6 people, so if your child is missing a particular friend then please feel free to make your own arrangements to facilitate this.

Groups or 'bubbles'	Days attending school	Classroom
Indigo A1	Mondays and Tuesdays	Indigo classroom
Indigo A2	Mondays and Tuesdays	Turquoise classroom
Indigo B1	Thursdays and Fridays	Indigo classroom
Indigo B2	Thursdays and Fridays	Turquoise classroom
Green A1	Mondays and Tuesdays	Green classroom
Green A2	Mondays and Tuesdays	Ruby classroom
Green B1	Thursdays and Fridays	Green classroom
Green B2	Thursdays and Fridays	Ruby classroom
Blue A1	Mondays and Tuesdays	Blue classroom
Blue A2	Mondays and Tuesdays	Violet classroom
Blue B1	Thursdays and Fridays	Blue classroom
Blue B2	Thursdays and Fridays	Violet classroom

From the week commencing 8th June, every Wednesday, the school will be closed to all children to allow for deep cleaning and to allow staff their planning, preparation and assessment time so that we can maintain our current online learning offer.

Child absence

Children in Year 1, who have returned to school, will be expected to attend on their allocated days. Parents should follow normal procedure and call the office if their child is going to be absent.

If your child has a medical condition, which deems them to be **extremely clinically vulnerable**, or if another member of your household is extremely critically vulnerable, then your child should remain at home and not return to school.

If your child has a medical condition, which deems them to be **clinically vulnerable**, then parents should follow medical advice if their child is in this category regarding returning to school.

Children who have a new continuous cough, a high temperature or a loss of, or change in their normal sense of taste or smell, should **not** come to school and should isolate at home for **7 days**. If anyone in the house also displays these symptoms, the family will need to inform the school and isolate for **14 days**. **During this time the child cannot come to school.**

If you have decided that you do not want to send your child back on the planned re-opening day, but then decide later on in the term that you would like your child to come back to school, you will need to phone the office to arrange this and confirm a place. **It is not possible for you to turn up on the day without arranging your child's attendance in advance.**

Drop-off and collection

There will be new arrangements in place for collection and drop off of children. Drop off and collection times have been staggered to aid social distancing measures, so please ensure that you are prompt.

	School arrival time	School end time
Indigo class groups	8.45	3.00
Green class groups	9.00	3.15
Blue class groups	9.15	3.30

Please do not arrive at school before these times.

Follow the signs at the main Lower School gate. Year 1 should walk up the woodland walk to the school field. Here they will see their assigned member of staff holding a sign with their 'bubble' (e.g. Indigo A1).

Staff will register their 'bubble' of children on the field and then will lead them into their assigned classroom.

Parents should not enter the school building.

In order to ensure that the school site is as safe as possible for all, we respectfully ask that parents move away from the drop off/pick up area once they have said goodbye to, or collected their child. Please do not congregate on the field or at the school gates and ensure you **maintain a 2 metre distance from others at all times**. The static apparatus in the playgrounds are out of bounds and there is no 'stay and play' at the beginning or at the end of the day.

We would also ask children and parents to avoid public transport to travel to school where possible and use alternatives such as walking or cycling, which carry a lower risk of virus transmission. There should only be one parent collecting or dropping off a child, where possible. This will help to avoid a large number of people on Cypress Road and coming onto the premises during the drop off period.

Please note that if your child travels to school wearing PPE such as gloves or a mask, it must be discarded on entry to the school building and replaced with fresh PPE **if** they wish to continue to wear it; this is to minimise the risk of contamination from outside.

School office and contacting staff

For the safety of staff and children, the school office is closed to parents and visitors. If you need to speak to the school office, please call or email: cypadmin@pegasusacademytrust.org. Ms Chapman or I will be on the school field if you need to speak to us directly, from an appropriate social distance. If you need to speak to your child's class teacher or a member of staff, please do this through the office by phone call or email and the class teacher will contact you at an appropriate time.

The school day

Lunch and break times will be staggered. Year 1 children are all entitled to Universal Free Meals, which will be delivered to their classrooms in takeaway style containers. If your child would prefer a packed lunch then please ensure this is in a clearly labelled, disposable bag.

Children will be required to wear their school uniform and, following Government guidelines, the uniform will need to be washed daily to avoid spreading germs. It is also recommended that children and staff who have been in school should remove and wash clothes and as soon as they get home and shower/wash their hair, if possible, to keep their household safe from germs. All long hair should be tied up and no jewellery is to be worn by children.

We are asking children to **limit the items they bring to school to only a coat and lunch bag if necessary. No school bags or pencil cases will be permitted in school.** Resource packs, with stationery, will be provided for each child for their individual use.

We will be sharing the new school rules with the children once they are in school and **we ask that you remind your children of the need to maintain social distance and follow the rules set out so that everyone can be safe.**

When in the school building, movement around the school will be limited where possible and corridors will be divided for one-way walking. The adults allocated to each group of children will be regularly cleaning touchpoints throughout the day in their room. The school will receive a deep clean at the end of each day and on a Wednesday. Hand hygiene will be scheduled into each group's timetable at regular points throughout the day. Cloakrooms will not be in use and different toilets will be allocated to groups. Classroom resources will be organised and separated for each group and remain in these classrooms; they will also be cleaned regularly.

Should a child develop symptoms or have suspected symptoms that are noticed while they are in school, they will sit in an isolation room until parents are able to collect them from school. Of course, children will still be supervised. **Please make sure the school office has up to date contact details for you. You must collect your child immediately if we have to contact you.**

Breakfast Club/After School Club

To keep children and staff safe and limit the number of people children and staff come into contact with the **Breakfast and After School Club will not run during the summer term.**

We understand that all these measures mean that school will be an unfamiliar place and that the school day will be very different from what children are used to. We will try to make the school as friendly and welcoming a place as it can be, but in order to keep everyone safe we need to ensure that everyone adheres to the guidelines set out. This may be distressing for some children and you will need to take this into consideration when weighing up the decision of whether or not to return your child to school. I would like to clarify that the government has stated that there will be no penalties for parents and carers should they decide to keep their children at home.

This situation has definitely presented a series of challenges that those of us in education never thought we would have to accommodate and I thank the staff for rising to these challenges so willingly. Thank you so much for all of your support during this time and all your home learning endeavours.

Kind regards,

A handwritten signature in black ink that reads "Sorensen." The signature is written in a cursive style with a large initial 'S'.

Mrs Sorensen
Head of School (Lower Site)