



Wednesday 15th July 2020

Dear parent/carers,

As the government has requested, I am writing to inform you about our plans to open to the whole school from Monday 7th September 2020.

The government guidance requests that all pupils are grouped into 'Bubbles'; therefore, either each year group or group of two classes will be grouped together in a bubble. This is so we can move staff within these bubbles and we can run the school as normally as possible. Bubbles will then be kept separate so that there is no contact between the bubbles, as directed by the government guidance, and they will remain together throughout the whole day. Some classes may be grouped together later in the term for lunchtimes to form larger bubbles; these will be years 1/2, years 3/5 and years 4/6.

For further information from the government regarding the opening of schools, please see the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

There will be many changes to your child's usual school day

We have staggered the start and finish time for each class to minimise contact on the school grounds – see the table below. These times will be reviewed at half term. Only one adult may enter the site and any siblings should only be brought if necessary and must remain next to you. Outside your child's classroom entrance, there will be markings to show you safe distances to wait – please use these. If your child has permission from previously to walk home, we will assume these arrangements remain in place unless notified by you.

	Entrance	Start time	Finish time
Bats (year 1 classroom)	Year 1 classroom via the playground	8.40am	3.05pm
Foxes (year 2 classroom)	Year 2 classroom via the playground	8.50am	3.15pm
Crickets (upstairs back classroom)	Library door via the playground	8.40am	3.05pm
Caterpillars (previous year 3 classroom)	Year 4 classroom via the playground	8.50am	3.15pm
Ladybirds (upstairs year 5 class)	Fire exit by the front office	8.50am	3.15pm
Frogs (previous year 4 room downstairs)	Yellow doors outside classroom at the front of the school	8.40am	3.05pm





It is important that these drop-offs and pick-ups are punctual and parents leave the site as soon as their child has entered or exited the building. Please do not linger for conversations with other parents during this time, so we can ensure the safety of groups entering the site. It is also imperative that children walking to school aim to get here promptly and do not gather at the school gates or walk with other children to and from school without socially distancing. If you need to communicate with your child's adults, please email the school at admin@millhillandwoodcroft.co.uk, rather than talking at the classroom door or you can talk to one of the key members of staff outside the drop off points.

When attending school, your child will only need these items:

- **School uniform** –your child should bring a coat when you feel they may need one and this will sit on the back of their chair. PE kits are not required in the building at the moment.
- **A named water bottle** – We will provide a Mill Hill bottle in September that needs to be washed at home each day and returned the following day; due to health risks, we cannot be providing cups at this time.
- **A packed lunch in a named carrier bag or a small hard wipeable lunch box** - this carrier bag will be disposed of so please do not use plastic tubs; if you opt for a lunch box, this will need to be cleaned at home daily.
- **A plastic wallet for Year R/ KS1 (which the school will provide)** - to carry home reading books and spellings for the week. We will issue these so a book bags won't be needed.
- **A very small bag with essential items in for KS2-** e.g. library book.

Please ensure your child is dressed appropriately for the weather; for example, in the warmer weather a coat is not needed as we have no storage for extra items. If your child needs sun cream, please apply long lasting sun cream before the school day as school staff cannot assist with this. We also cannot have toys from home coming into school at this time. Small cuts and grazes will be treated; however, you may not be informed by letter as we will not be sending any letters home.

Please note, children are not allowed to bring in bikes or scooters at this time and mobile phones should only be brought in where deemed absolutely necessary. This is a year 6 privilege only. Phones will be placed in your child's tray in their classroom, so if you want your child to bring in their phone then this is at your own risk.

When your child joins us, the classrooms will look different. Tables will be spaced out in rows, fewer resources will be available and your child will be allocated a set space and a personal pack of resources to use. Children will eat in the classrooms and be assigned a play area for breaks and lunchtimes, which are likely to be staggered. Please note, some rooms will change for September, e.g. the Year 5 class will be downstairs





rather than upstairs.

We will begin to provide some elements of a formal curriculum; however, as everyone has had a different experience during the virus outbreak, there will be a focus on well-being initially. If, during this time, your child is unable to follow the school rules, including increased hygiene rules, or does not stay within their allocated 'bubble/classroom', we will be discussing other options for alternative provision for your child.

Evidence shows that a person who washes their hands between 6-10 times a day reduces their chances of catching the virus by a third. At school, your child will wash their hands at key points during the day but we also advise that you ensure your child washes their hands thoroughly before leaving for school and when arriving home from school. We will be encouraging other hygiene rules, such as coughing and sneezing into their elbow. Please discuss these with your child before they begin.

If your child, yourself or any member of your family presents with symptoms of the coronavirus, you must stay at home and arrange to have a test to see if you have COVID-19. The clear medical advice is to immediately self-isolate at home for at least 7 days from when your symptoms started. Here is the latest government advice.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

We would like to highlight that schools are being asked to minimise contact, not socially distance. This means that we cannot guarantee that your child will be 1 to 2 metres away from other children and staff at all points of the day. As there are many unknowns about the virus, it is not possible for the school to provide guarantees about transmission and the spread of the virus. What we can do is to take precautions as advised by the appropriate bodies in an effort to minimise risk.

We look forward to welcoming each child back in September to their new classes.

Best wishes,

Mrs Tracy Morgan and Mrs Samantha Watts

