



# Thomas Bullock Church of England Primary Academy

*Engage, Embrace, Care, Achieve*

Headteacher: Mrs Shannon O'Sullivan



Pound Green Lane, Shipdham, Norfolk, IP25 7LF ♦ T: 01362 820300 ♦ E: office@thomasbullock.dneat.org ♦ W: www.thomasbullock.dneat.org

27<sup>th</sup> August 2020

## **Return to School September 2020.**

Dear Parents, Carers and friends,

I hope you are all enjoying your holidays and making the most of the (mostly) beautiful weather.

I am sure many of you have started to think about the return to school and the logistics. I hope you find the information below useful and that it answers all your questions. Please do take your time to read all the information thoroughly. This does follow from and consolidate the information shared at the end of the previous school term, in the letter dated 21 July, 2020, some of which is repeated herewith.

The Government has announced that all schools will be open for all children from September 2020. We are delighted that we can now look forward to seeing all our children back to school at the start of the next academic year. Over the past couple of weeks, we have been busy planning, completing new and detailed risk assessments, and working out exactly what school will look like and feel like next year. Please be assured that the safety of all our children, community and staff continues to be our number one priority.

We understand that some of our children and families will be anxious about returning in September, after some months out of school. We are here to work with you to ensure that our children return to school feeling happy and safe whilst receiving a high-quality education.

### **Class teacher communication.**

We continue to value the importance of parental involvement and knowledge. If you wish to have individual communication before the term begins or as they settle in, then please email the school office so we can arrange either a phone call or provide an email.

### **Open afternoon session.**

On **Friday 4<sup>th</sup> September** we will hold transition/welcome sessions for all children. These sessions aren't compulsory, they are only an opportunity for children to go to their new classrooms, meet their class teacher and become familiar with the children in their setting before officially starting back on Monday 7<sup>th</sup> September. We need to know if your child will be attending the transition session. [Please click on this link to complete and submit the short information form.](#) Thank you.

Fire doors to classrooms will be open, teachers, leadership and staff will be on hand to show your child around your bubble and the outdoors. We request only one parent/adult per child attends the site to drop off.

Reception parents will drop off in the dedicated outdoor areas in the playground, using our one-way system. For parents who wish to stay with their child in the playground we ask that you make sure you keep a safe distance from all staff and other children throughout the time you stay. Once your child is settled and happy, please try to leave them so the year group can go inside to see their classroom and enjoy a story session with their new teacher and friends.

We unfortunately can't allow any parents into the school building currently, as directed by advice from and until we receive further guidance from the government.

Year One and Two drop off will also be in the KS1 playground and Year 3 in the Year 3 KS2 playground, near the Year 3 entrance doors and Year 4-6 in the KS2 playground. Families will be directed to the correct teacher/area.



We then ask you to leave and collect your child/ren at the end of the open session. Please will you vacate the school grounds straight after drop off/ pick up. This will allow the sessions to run smoothly and enough parking and clear spaces for all concerned.

**Timings for session:**

All Year groups surname times	Drop off	Pick up
A-H Surname	1:30pm	2:00
I-P Surname	2:15pm	2:45
Q-Z Surname	3:00pm	3:30

**Health and Safety**

An outline of the Health and Safety procedures can be found in Appendix A, which is on the website. Our approved Risk Assessment will be uploaded to our website on Tuesday September 1, 2020.

**Overview of how school will work.**

As part of the guidelines we are required to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When timetabling, groups will be kept apart and movement around the school kept to a minimum.

In order to deliver a full range of subjects whilst managing the practical logistics within and around school, we will implement year group ‘bubbles’ in line with government guidance, with adults moving around the year group bubbles, children will remain with their class bubbles.

The logistics of keeping them working as a bubble will mean we will be able to offer specialist music and PE provision, as well as a shared outdoor space, resources, facilities around school.

**Social Distancing Statement:**

We understand that social distancing will be incredibly tricky at Thomas Bullock. We will create classroom environments which promote social distancing but do not enforce it. We will treat each bubble as a family and allow them to share resources, which will be cleaned daily. There will be no sharing of resources between bubbles, unless sterilised in advanced.

**Timings for school day.**

In order to offer our families the greatest flexibility possible, we are not implementing a wide-ranging staggered drop off and pick up time. This does mean the gate drop off area and playground may become busy at certain times. Please adhere to the Government’s social distancing guidelines. This will require you to work together with the school to drop off, pick up and then leave the entrance as quickly as possible. This will be monitored and may need to be altered if social distancing becomes hard. We ask that you don’t drive into the school gates or leave cars in the school entrance carpark.

**Staggered starts and finish times:**

As per the timetable below, we will be operating a number of staggered start and finish times for each class bubble. The guidance indicates the need to maintain the “integrity of the class bubble” where ever possible, so these staggered arrangements will continue to be applied for any social times, including lunch times.

Bubble 1 EYFS-Ark	Bubble 2 –Yr1 - Oceania	Bubble 3-Yr2- Asia	Bubble 4-Yr 3- Africa
-------------------	-------------------------	--------------------	-----------------------



8:55 arrive at school using front gates. Go to the KS1 playground gate. Line up on lines down the path. You will be met by your teacher who will check your temperature.	8:50 arrive at school using front gates. Go up to the KS1 playground gate. Line up on lines down the path. You will be met by your teacher who will check your temperature. Access classroom through fire door.	8:45 arrive at school using front gates. Go up to the KS1 playground gate. Line up on lines down the path. You will be met by your teacher who will check your temperature. Access classroom through fire door.	8:40am arrive at school using front gates. Wait on the left hand side pre-school entrance gate pathway. All pupils will enter through this gate with their teacher. Access through KS2 school playground gate and the classroom through the fire doors.
3:05: Leave school via fire exit doors to KS1 entrance gate for collection.	3:10: Leave school via fire exit doors to KS1 entrance gate for collection.	3:10: Leave school via fire exit doors to KS1 entrance gate for collection.	3:15: Leave school via fire exit doors to KS2 entrance gate for collection by parents.
<b>Bubble 5-Yr 4- South America</b>	<b>Bubble 6-Yr 5- Europe</b>	<b>Bubble 7- Yr 6- North America</b>	
8:40 arrive at school using front gates. Wait on the right hand side school entrance gate pathway. All pupils will enter through this gate with their teacher. Access through KS2 school playground gate and the classroom through the fire doors.	8:35 arrive at school using front gates. Wait on the left hand side pre-school entrance gate pathway. All pupils will enter through this gate with their teacher. Access through KS2 school playground gate and the classroom through the fire doors.	8:35 arrive at school using front gates. Wait on the right hand side school entrance gate pathway. All pupils will enter through this gate with their teacher. Access through KS2 school playground gate and the classroom through the fire doors.	
3:20: Leave school via fire exit doors to KS2 entrance gate for collection by parents.	15:20: Leave school via fire exit doors to KS2 entrance gate for collection by parents.	15:20: Leave school via fire exit doors to KS2 entrance gate for collection by parents.	

### **What if we have a child in reception and Y6?**

Where there is a gap of **15 minutes or more**, between Key stages, please liaise with your teacher as a soft start may be available for you to drop off your children at the same time, I am afraid this will not be possible for pick-ups.

### **Lunches**

As you will see, lunchtime is shorter than normal. Families who wish to choose a school prepared meal can still do so from a menu, as can families eligible for Free School Meals. Year R-2 will still receive Universal Free School Meals. These will be delivered to the children in their classroom and eaten in their bubble. Please see the menu that was attached on 21 July, 2020.

### **What if we arrive late?**

We strongly encourage parents and children to keep to the times stipulated, as failure to do so puts the smooth running of the day into jeopardy and others safety at risk. If you are late, please report to the front reception where you will be let in as and when it is convenient for the office team. Your child will receive a late mark on the register accordingly.

Attendance processes will be fully back in place and all "Lates" count as an unauthorised absence. Assuming your child is healthy and well they are expected to attend school from September. As a reminder, fines for non-attendance are being re-introduced by the government in September.

### **Clubs**

#### **After School Sports clubs**

For the Autumn term, sports clubs will be running from September 14<sup>th</sup>, for Years 1-6, 3:20-4:20, two afternoons per week, per year group,

These will run on a first-come first served basis as spaces are limited to 16 for KS1 and 18 in KS2 . These are priced at £3 per session, paid in advanced by the cashless system. On these days, children will need to wear their PE kits all day. Sessions will take place outside weather permitting, if not sessions will be classroom and bubble based.

Year Groups	Football	Multiskills
Years One and Two	Monday	Wednesday



Years Three and Four	Monday	Tuesday
Years Five and Six	Thursday	Friday

If you would like to book a place, [please click on this link and submit your response](#) no later than Friday 4 September 2020, when this link will close. We will be in touch no later than Tuesday 8 September to confirm if your child has one or spaces.

A bubble based after school class club list will be shared the first week back to school. Clubs will run Monday-Wednesday and Friday.

### **Breakfast Club and After School Club**

As previously explained, these will not be running at the very start of the Autumn term, but we are endeavouring to reintroduce them safely within the Autumn term. Further information to follow as soon as possible.

### **What shall I bring?**

Children will not need a pencil case or rucksack. The small, tray sized Thomas Bullock book bag would be a fine size for the current ½ term, so that children may bring their books back and forth each day. However, it is unnecessary, as we can offer a plastic wallet for this purpose for pupils.

#### ***Hats, Sun-cream, Wellies:***

Please bring these labelled to remain in school at all times.

Coats may also be brought that can remain in school for the week, this will reduce and minimise the risk of spreading the infection. Obviously where pupils walk to school themselves this may not be possible.

#### ***Lunch bag:***

If you are bringing your own packed lunch into school, please try and use a wipe-able surfaced box or lunch-bag.

#### ***Water bottle:***

Please ensure that your child brings a water bottle to school each day. Grown- ups will re-fill these on request.

#### ***Masks:***

You may be aware the government has requested that pupils in Year 7 and up are to wear masks in common areas of schools. Currently, this guidance does not apply to primary schools, however if your child is taking transportation they will be required to wear a mask. We will update you if this information changes.

### **Transportation:**

In line with government advice we agree with, and advise walking as your safest and healthiest form of transport. For those of you who drive to school, please be reminded cars are not permitted through the school gates.

If your child takes a bus or additional form of transportation to school, we will be completing a full risk assessment for your children with those providers, please inform us if your child is using a provider. The bus provider alongside of our Risk Assessment requests that pupils use a form of face covering to protect the integrity of the bubbles, their own health and safety and that of the school community. We will assist your children to safely and hygienically remove and store these during the schooling day.

The integrity of the bubbles will be sustained on the bus and pupils will sit in these bubbles. Pupils using transportation no matter which year group will be dropped off no later than 8:50am and picked up at 15:15pm. Due to the nature of the current circumstances, please inform us exactly which days and times you intend to use the bus service for the entire first half-term. We cannot provide ad-hoc transport at this time and need to timetable specifically for this so that pupils and bubbles are not mixing during our staggered collection times.

### **Additional Educational Settings and SRB units:**

We understand some of our pupils attend more than one setting. Please contact us for specific guidance.

### **Dropping off and picking up:**



We wholly recognise that for some families it may not be parents who are dropping off or collecting the children. We will need the details of all persons who are undertaking this responsibility – so please ensure your contact details and those you have nominated are up to date. We will not allow children to leave our premises with an adult who is not stipulated in this way. This is also essential for Track and Trace procedures should we need to implement them. Please ensure any adults providing this service for your child knows the specific timings and drop off/collection points accordingly.

### **Reading books**

Reading books will come home daily. We will operate a system at school whereby the books are not mixed between bubbles.

### **PE Uniform**

Weekly specialist PE and Music sessions will be on the following days each week. Please ensure your children come to school dressed in their PE kit on the following days. Please be prepared for outdoor PE and with suitable outerwear and footwear. Outdoor PE will begin from Monday 14 September. Children will not need to be in PE kit the first week of school.

Year Groups	Days Weekly
Years Three and Four	Monday
Year Reception (EYFS)	Tuesday- from week 3
Years One and Two	Wednesday
Years Five	Thursday
Year Six	Thursday and Friday

### **If your child is unwell.**

Please don't send your child to school if they are unwell, or if any member of the family is. This is especially important now. We have a risk assessment in place if a child becomes unwell at school. Please also read the government guidance which tells you what you must do if unwell. [Government Guidance](#)

### **Attending different settings.**

As part of our risk assessment we ask that children don't attend more than one setting. This is to reduce the risk of cross contamination between different bubbles. [Government guidance](#)

### **Home-School Agreement**

Please note that the extended Behaviour Policy will be shared and the Home School Agreement sent home with pupils the first week back to be signed and returned, this will share further information.

### **Remote learning**

If we find ourselves in a position where a group of children need to remain at home, or the government puts the area on a local lockdown, then remote learning will take place on the days when children are not in school. This information comes with the caveat that future government announcements could see adaptations to our plans. We will keep you updated on any such changes.

Many thanks for your continued support. We fully look forward to seeing you back in school soon. Enjoy your bank holiday weekend and final week of the summer holidays.

If you need to reach a member of staff, the office staff will be in school to accept calls and answer queries, Wednesday 2 and Thursday 3 September from 10-1 each day. Please remember to click the links and fill in the questionnaires.

[Open Session](#)

[After School Support Clubs](#)

*Mrs S O'Sullivan, Headteacher*

