

Monday 31st August 2020

Dear Parents/Carers,

Following on from the last letter that we sent out at the end of term, thank you for your patience whilst we have made final arrangements for all children returning on Thursday 3rd September. This letter outlines plans for your child to join us at Violet Way on Thursday 3rd September. We are very excited and can't wait to see all the children that will be returning. As you can imagine it has been a logistical, strategic operation to put plans in place to open school so that all children can return. I wanted to give a brief outline of arrangements and factors that you need to consider for your child's safe return. The latest Government guidance can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#main-changes-since-this-guidance-was-last-updated>

Class Bubbles

Children will be in class bubbles with children from their own class and with their class teacher. Teaching Assistants will be assigned to a Year 1 and Year 2 class and in Reception they will be allocated to each class. So that we can get all children into school for a normal time, we have had to reduce the staggered time period and double up classes to make a bubble so that we can get all the children in to school. Please read the information below to find out your school start time and finish time for your child's class bubble. **You must ensure you bring your child to school and collect them at the set times below.**

	Class Teacher & TA	Start Time – all through main gate	Finishing Time – all through the main gate
Year R Bubble Foxes	Miss Cullumbine Mrs Gower	8.55am	2.50pm
Year R Bubble Squirrels	Miss Price Mrs Taylor	9.00am	2.55pm
Year R Bubble Badgers	Miss Wagg Mrs Paynter/ Mrs Motyl	9.05am	3.00pm
Year 1 Bubble Busy Bees	Miss Nicholls Mrs Robinson	8.50am	3.15pm
Year 1 Bubble Ladybirds	Mrs Glaser Mrs Allen	8.45am	3.10pm
Year 1 Bubble Dragonflies	Mrs Magill Mrs Heath	8.40am	3.05pm
Year 2 Bubble Kestrels	Mrs Williams/ Mrs Fairbrother Mrs Robinson	8.50am	3.15pm
Year 2 Bubble Owls	Mrs Springall Mrs Allen	8.45am	3.10pm
Year 2 Bubble Woodpeckers	Mr Malcolm Mrs Heath	8.40am	3.05pm

★ ★ Reaching for the Stars

We are aware that some of these times clash with Edge Hill's times. Both ourselves and Edge Hill are fully aware of this and will work with families to accommodate their needs. Please contact myself or Dr Mander in the first instance so that we are aware and can put arrangements in place. Thank you to the Parents that have contacted me already. We have put measures in place and we have updated staff so that they are aware of these arrangements too.

Arriving at School

- Arrival and collection times will be staggered to reduce large gatherings of people. Please stick to these timings however rigid they appear; they are for safety purposes. Please keep up to 2 metres away from other families.
- You must arrive at school at your allotted time as this is the time allocated for your child's bubble. As mentioned above, 2 class bubbles have been allocated the same time slot for drop off/pick up time as well as for playtimes and lunchtimes.
- (Please ensure that you are organised at home so that you can get to your gate on time. Children may need to get back in to more rigid bed time and morning routines in preparation for getting up and ready for school after such a long break)
- For children in Year 1 and 2 please follow the one way system up to the second green gate, drop your child off at this gate for them to walk around to their classroom and leave following the one way system.
- For children in Reception please follow the one way system to the second green gate and then line up and wait with your child for the class teacher to come and collect them.
- The procedures, timings and protocols must be adhered to; if you arrive late you may have to wait until it is safe go in.
- Only ONE adult to accompany/collect a child.
- If you have siblings in more than one year group (such as a Reception and a Year 1 child) they cannot come into school at the same time – please adhere to the timings for each Bubble.
- Parents will not be able to enter the school site at all; you will leave your child at the gate.
- If your child is anxious or upset, our staff will not be able to get close to you or pick your child up. We recommend that you take your child for a walk, calm them and then return when they are ready to enter independently. Staff will be offering incentives and rewards for coming in to school independently.
- Please leave the school gate independently and follow the one-way system. Do NOT gather in groups around the school gates.
- Parents/carers will NOT be allowed on the playground or through the gates at any time.
- All school gates will be kept locked throughout the day including the office/reception. It is crucial to ensure that your child arrives on time as the office won't be accessible.
- Communication with the office/staff will be via telephone (01283 248530), email (office@violetway.org) or website enquiry. Likewise, we will use these communication tools as well as parent mail to keep in touch with you.

Playtime and Lunchtime

- ALL children in Reception, Year 1 and Year 2 will receive their cooked Universal Free School Meal.
- The menu will be shared in advance of each week for you to talk through with your child and to select the meal they want for lunchtime.
- Break time, lunch time and toilet usage will be staggered for each bubble to maintain distancing protocols in school.

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★ Reaching for the Stars

The Revised School Layout and Procedures

- School will look very different, but it must in order to ensure the safety of the children, the staff and the parents (see further information from video on website that will be updated over the summer).
- Your child has been placed in a class with up to 30 children but will be in a bubble of 60 children in Year 1 and 2. Your child will be taught by the class teacher who will be in charge of each class and will have a TA for additional support.
- Doors and windows will be open where possible to provide good ventilation.

The risk assessment, processes and protocols document and frequently asked questions document provides further information about changes in school for you to refer to. (These are all available on the website)

The Need-to-Know Essentials

- Arrive at school with a smile and a coat if necessary.
- Each child will be provided with their own named drinks bottle that will be kept in school.
- Toast will be available again (payment details to follow)
- Healthy snacks can be brought in if toast is not wanted as a breaktime snack.
- PE kit to be worn to school on PE days (PE timetable to follow) therefore bags need not to be in school.
- Please bring your wellies back into school – make sure that they still fit your child.
- Children do not need school bags over the next few weeks. We will send you an update when these need to be brought in.
- All children will have access to a school dinner. Please talk to class teacher if sandwiches need to be brought in from home.
- Please update either myself or class teacher if any of your home circumstances have changed over the COVID-19 period. These can include: bereavements, specific anxieties that may have developed, changes to family makeups, anything they may effect your child's mental well-being.
- Tissues, hand gel and all stationary will be provided by school. Do not bring your own in.
- If anyone in the family is ill or is positively confirmed as having COVID-19 over the weekend please update myself straight away on principal@violetway.org

Thank you for supporting us with the structures of this re-opening however harsh they may seem; for adhering to social distancing at all times; and for respecting the staff who will do their very best to make this as "normal" as possible within the strict guidance that we need to follow. Please remember that we are working incredibly hard to implement the protocols outlined above. Some elements will not be popular with everyone and there may be some initial teething problems particularly in relation to bubble drop of and collection timings. However, this isn't the time for complaint or criticism; staff have been working incredibly hard to ensure that the processes are rigorous and fully in-place for your child. Your support and understanding is greatly welcomed so that our Violet Way Family can safely be back together again. I trust you have all had a relaxing Summer break and we are very much looking forward to seeing you all on Thursday 3rd September.

If you have any questions, please don't hesitate to get in touch with us.

Kind regards

Richard Burns
Headteacher