Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323

"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head of School: Jo Davies
Executive Head Teacher: Louise Johnson

Friday 22nd May 2020

Dear Parents/Carers,

Keyworker Children and Year 6 – Return to School

Following my letter last week, we have received further guidance from the Department for Education regarding the proposed phase opening of schools to more children. The guidance is very detailed and explicit and for the past week we have been working on careful planning. The headlines are:

- **From no earlier than the 1st June, all pupils in Year 6 will be welcomed back to school every day**
- **Queen Eleanor's will continue to provide childcare for children of Keyworkers**
- **At the present time, Years 3, 4 and 5 are expected to remain at home and 'home learning' will continue to be provided**

In order for Year 6 to be able to return to school, a detailed risk assessment, approved by the Good Shepherd Trust, has been completed. To be able to ensure that we are keeping everyone safe, it is important the risk assessment continues to be evaluated. A copy of the Risk Assessment can be found on the school website on the COVID-19 page.

There is due to be an announcement from the Department for Education on 28th May 2020. Please note that the plan set out below is subject to change, at short notice and at any time.

Below sets out how Queen Eleanor's will function as of week commencing 1st June.

How will the Pods work?

Children will be in a 'pod' of no more than 15 pupils and 2 members of staff (1 Teacher and 1 Learning Support Assistant). As children must be in small groups, they may well not be with their own class teacher or all their friends. Each pod will have their own classroom, which is unlikely to be their own classroom. Following guidance, each pod will have no contact with other children/adults from different pods. While we appreciate your child may have friends in other pods, the safety of the children and staff is paramount, therefore when the pods are set there will not be the option to change pods. You will be informed in another letter about which pod number your child is in (once you have informed us of your final decision regarding if your child will/will not be returning).

What learning will my Y6 child be doing?

The Year 6 Children will be taught Mathematics and English in line with the Year 6 work packs, outdoor learning opportunities will be provided as much as possible and transition booklets will be completed (these can be arranged to be collected from school if your child remains working from home). I am currently unable to comment on transition plans for Secondary Schools.

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How will Social Distancing guidance be followed in school?

Government guidance states that schools, where possible, should keep children 2 metres away from each other. We are aware that children cannot be expected to, or consistently understand the need to remain 2 metres away from other children and staff. However, staff will continue to socially distance from each other and encourage the children to do the same. The layout in classrooms will change, with the children sat 2m apart and each child will be expected to sit in the same place every day. Due to social distancing, the children will not be able to take part in group activities and will need to work on their own.

When will school be open?

We have made the decision to open Monday to Friday for our Year 6 and Keyworker children. Please note that on a Friday school will be closed from lunchtime, for Year 6, to allow for additional deep cleaning and preparation. As children from different pods should not be mixing, the school is unable to offer access to breakfast or after school clubs during this model of partial opening. Local childminders are operating and I would encourage any parent who needs wrap around care to begin communicating with a childminder. On a Friday, school will continue to be open from 8.30am-4.30pm for Keyworker children and those children who meet the Government's criteria.

To allow for staff training and preparation time, school will only be open for Keyworker children on Monday 1st June (8.30am-4.30pm) with Year 6 returning to school on Tuesday 2nd June.

What will the school hours be?

The Government guidelines state that we need to stagger the start and end times of the day to reduce the number of people entering the school site. Please refer to the table below for drop off and collection times for the different groups. 2m distancing between adults must be maintained and we ask that parents/carers do not gather at the school gates or in the school playground when arriving or departing. Only **one** adult can accompany their child/children to school. Families must continue to observe the current social distancing guidance out of school and therefore must not be mixing with other households. We ask that you do not visit the school office and instead contact us via email or telephone – we will then get back to you as soon as possible.

Group	Classroom	Drop Off	Collect
Key workers	4K and 4W	8.30am – OFFICE	4.30pm – OFFICE
Year 6 – Pod 1	3E	8.50am – 3 and 4 Gate	2.50pm – Playground
Year 6 – Pod 2	5P	8.50am – 5 and 6 Gate	2.50pm – 5 and 6 Gate
Year 6 – Pod 3	3K	9.05am – 3 and 4 Gate	3.05pm – Playground
Year 6 – Pod 4	6W	9.05am – 5 and 6 Gate	3.05pm – 5 and 6 Gate
Year 5 – Pod 5	5W	9.20am – 5 and 6 Gate	3.20pm – 5 and 6 Gate

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Does my child have to attend school?

If you decide to send your Year 6 child back to school, they are expected to attend every day that school is open unless they are ill. If your child is ill, you will need to follow the usual procedure of letting the school know by 10.00am, by either phoning or e-mailing. If your child is not in school and you do not inform us of their absence, our normal safeguarding procedure will be followed and a member of the school office team will contact you to ascertain why your child is not in school. **As per the Government guidelines, parents will NOT be fined for non-attendance at this time.**

Will home learning continue if I choose not to send my child back to school?

If you choose not to send your child back to school, home learning will still be available via the school website or you can organise, through the school office, to collect a printed pack. Please note, Dojo class pages will still be in use but class teachers will be in school working and may not respond to communication immediately or post as frequently.

What if my child or someone in the household is 'Clinically extremely vulnerable?'

Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield, should **NOT** attend school. If a child lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend school if stringent social distancing can be adhered to and they are able to understand and follow those instructions.

What if my child or someone in the household is 'Clinically vulnerable?'

Clinically vulnerable (but not clinically extremely vulnerable) children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice about returning to school if their child is in this category. If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.

Are siblings allowed to attend school if they are not in Year 6?

The Government guidelines clearly state that we are unable to accommodate any siblings unless they are in a priority group, for example, the children of Keyworkers.

How will the school be trying to prevent the spread of COVID-19?

Before school closure, we were encouraging the children to frequently wash their hands using soap and water for at least 20 seconds. As a result of increased handwashing, some children may find that their hands become sore. Therefore, if you would like to send your child in with a named, small bottle of barrier cream/unscented hand

moisturiser then please do. Please ensure that your child knows that they must not share this with anyone else. Frequent hand-washing will continue to be in place. Although it is clear from guidance that the best way to stop the spread of any virus is to wash our hands regularly, we will also have hand sanitiser available. We will also continue to promote good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach and frequently touched surfaces will be cleaned more often.

What if my child, someone in the household or staff member develops COVID-19 symptoms?

If a child or staff member develops symptoms compatible with Covid-19, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. If a child or staff member tests positive for coronavirus, the rest of their 'pod' within school will be sent home and advised to self-isolate for 14 days. The other household members of that pod do not need to self-isolate unless the child subsequently develops symptoms. When school is open to a wider cohort of children, all those children eligible to attend, and members of their households, will have access to testing (not in school) if they display symptoms of coronavirus (Test Result Help Desk: 0300 303 2713). Parents/Carers and schools do not need to routinely test children's temperatures.

During this time, data protection including confidentiality arrangements continue to be followed at all times. We will not be sharing the names of any staff or children with either confirmed or suspected cases or coronavirus. We please ask that any confirmed or suspected cases you are aware of are not discussed on social media or WhatsApp.

Will the children and staff need to wear PPE?

According to Government guidance, children and staff should not wear face coverings or masks or any other form of personal protective equipment (PPE) when in school. However, staff will wear a face mask and other forms of PPE, if a child becomes unwell with Covid-19 symptoms and needs direct personal care.

Should my child wear their school uniform to school?

We ask that the children wear their own clothes to school and these must be 'new on' each day. Your child should either wear clothes/shoes that are suitable to complete PE activities in or if they bring their PE kit in they must take it home at the end of each day to be washed. As the weather is warmer, we please ask that you ensure your child arrives at school with sun cream on and they have sun protection with them e.g. a sun hat.

What will the lunch arrangements be?

Breaktime and lunchtime must be taken in their pods and will be staggered so that the children do not mix in larger groups. Children can bring either a packed lunch or order a school dinner (please pay for school dinners in the normal way via ParentPay). Each pod will have their packed lunch or school dinner in their pod classroom before going outside.

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Does my child need to bring stationery with them?

To help us stop the spread of any viruses or germs, please can **ALL** children bring their own stationery (e.g. pencils, pens, glue stick, coloured pencils/pens) into school in a small pencil case. This pencil case will remain in school. Your child may bring a reading book in from home but please remind them that they are not to swap books with other children. They will be unable to borrow books from the school library.

Can my child bring a snack to school?

The children are still encouraged to bring a snack to school for the morning break. Keyworker children may bring two snacks – one for the morning and one for the afternoon. Please can I remind you that snacks should be healthy and must not contain nuts. The children will be reminded that they are not allowed to share food. Children must bring in a named water bottle and take it home every day for washing (the water fountains will be out of use during this time).

I am aware that you may already be accessing Keyworker Childcare or have informed us of whether you plan to send your Year 6 child back to school but in order for us to be able to complete the final preparations, I ask that you all kindly email office@queen-eleanors.surrey.sch.uk stating your child's name, which year group they are in and whether they need Keyworker childcare or if they are a Year 6 and will/will not be returning to school by 12pm on Tuesday 26th May 2020. If we do not hear from you at the above email address by this time, we will assume you do not wish for your child to return/do not require Keyworker childcare and will therefore not make provisions for them to do so. When you do email you do not need to state your reasons for your final decision – we understand that this is a challenging time and many of you will be feeling anxious.

We would love nothing better than to have everything back to normal and to welcome the whole school back with open arms, but we are all in unprecedented times. Welcoming them back safely must be our priority and we know you would want this to be the case. For those children who will be returning week commencing 1st June, please be assured that their emotional and physical well-being will be our priority.

Thank you once again, to all of you, for your continued support.

Kind regards,

Mrs Davies