



ASH LEA

*Working together to be
the best that we can be*

01.06.2020

Dear Parents/Carers

There has certainly been a lot in the media over the last 10 days about school's re-opening; in-fact schools have not been closed; but have been open working very hard, trying to do there very best for pupils, families and staff.

As you know we made the decision not to start our phased opening for more pupils until Monday 8th June and we are still on track to do this.

Where are we at the moment?

A full and comprehensive risk assessment has been written based on NCC template and many other policies have been amended including H&S, infection control and fire evacuation. These policies are now being shared with all staff and governors. On Wednesday I will meet with some staff to discuss any amendments to these documents. Once everyone is happy with the arrangements the documents have to be shared with all the unions.

All policies and RA will be on our web site by the end of the week.

On Thursday SLT will be meeting with staff either (face to face in small groups) or virtually to go through all the changes relating to H&S.

It is hoped once all of these procedures and meetings have taken place we can start introducing more children from the 8th June.

I had shared our thoughts on how this was going to happen with you in my letter dated May 20th:

- Children will be based in small groups (called Hubs) with the same staff each day for a week (if the child is in full time). They will not necessarily be with children from their current class.
- They will have access to a classroom, bathroom and an outside space where no other children will have access to.
- The classroom space will be de-cluttered so it can be cleaned effectively and any soft toys and soft furnishings i.e. beanbags etc. will be removed.
- They will not be mixing with children or staff in other groups to minimise transmission of infection and ensure we do not have to isolate all children and staff if there is a suspected case of the virus.



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- Children will be discouraged to bring things from home with them; preferable no bags at all including diaries. If you need information about your child's day we will use Evidence for Learning or will email you.
- Staff will be on a week on, week off rota; in order to prevent risk of transmission and to plan work and keep in contact with children not in school. This will mean that although the children in school will have familiar staff they may not have their current class staff.

A lot of parents are choosing to bring their children into school and as a school we need to be able to manage this; so from Monday 8th June transport arrangements will look like this:

Arriving to school

- All children coming in on home / school transport will arrive between 9am – 9.15am at the pupil entrance. Each vehicle will take it in turns to let the children out to appropriate staff. A member of the office staff will take a register (no bus boxes)
- At 9.15 parents who are bringing their children in will drive to the back of the school and be directed to park. Once all the cars are in, engines off, staff will come to your car and take the children. Except if you are supporting with a wheelchair etc. you must stay in the car.
- Only parents walking into schools to use the main entrance; please do not come in the main entrance if there is already a family in the entrance waiting. Please do not arrive until 9am as all staff will be in a daily briefing.

Going home from school

- All parents collecting children in a vehicle must be in school by 2.50pm parked up at the back of the school. Children will be brought to the cars by staff. All parents need to leave by 3.00pm
- Home school transport will arrive at 3.00am ready to leave by 3.15pm.
- Any parent collecting their child by foot to wait outside main entrance by 3.15 and staff will bring your child to you.
- School will be closing to pupils 15 minutes early each day. This time is needed at the end of each day in order to clean all equipment and re-set the classroom ready for the next day.

Thank you again for your patience.

Best wishes

Dawn Wigley
Head teacher



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