

Wednesday, 3rd June 2020

Dear Parents/Carers

Re: Wider opening of school to more pupils

After completing a thorough and detailed risk assessment, Essex Primary is now confident that best endeavours have been made to ensure that some pupils can return to school. Nursery, Reception, Year 1 and Year 6 pupils will be gradually phased backed into school.

This phased approach will begin with Reception and Year 6 pupils returning to school in week commencing **15th June 2020**.

One Reception class and one year 6 class will attend school on Monday, each day thereafter, another class will attend school, and the process will follow. On Thursday, 18th June 2020, all 4 Reception classes and all 4 Year 6 classes will attend school.

We will continually review our risk assessments throughout the week.

Each year group will enter the school premises using different entrance and exit points. Pupils will also have staggered start and finish times so that we can ensure social distancing. Pupils will be placed in small groups and may find that they are in a different classroom with members of staff that they are not familiar with. We would like to encourage all children to have school dinners instead of packed lunches. All packed lunches must be brought into school in an insulated packed lunch box. Lunches will be eaten in the school dinner halls. All Year 6 pupils must be dropped off and collected each day by a parent/carer.

Pupils will:

- Be split into smaller groups of 15 or less and must remain in these groups (bubbles).
- Not be admitted into a set bubble once the group has commenced.
- Wash their hands as soon as they enter the classroom.
- Be given allocated seats and must remain in these seats at all times.
- Have their own equipment which will remain in school.
- Have access to drinking water in the classroom using disposable cups (no water bottles).
- Must not bring any book bags or PE bags into school.
- Wear their PE kits or comfortable sports clothing to school, together with trainers, everyday as they will be having an exercise session.
- Wash their hands regularly throughout the day.

Timing for drop off and collection of all pupils:

All parents/carers must:

- Not enter the school premises or gather outside the gates.
- Use the markings on the fence to maintain social distancing.

- Drop off their children at their allocated gates where they will then be escorted to their designated classrooms by a member of staff.
- Leave and rejoin the queue so that other pupils may be taken into school, if their child is unsettled.
- Use the times for drop off and pickups to avoid overcrowding.
- Email the school to arrange a telephonic appointment if they would like to speak to their child's class teacher.
- Inform the school immediately if children are sick.

Please do not send your child into school if they have the following symptoms:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- diarrhoea

The table below show your children's start date, designated gate and time for drop off and pick up.

Other important information:

- Only one parent must drop off and collect children.
- If your child does not start school on the given date below, then your child will only be admitted to school on the following Monday.
- If your child shows any of the above symptoms while at school, they will be isolated and you will be contacted to collect your child immediately.

RECEPTION CLASSES: Week Commencing: 15th June 2020

Year Group and Class	Start Date	Entry Gate	Entry Time	Exit Gate	Exit Time
Class RA	Monday 15th, June 2020	Ruskin Avenue	9:00am	Ruskin avenue	2:45pm

Thank you for your support and co-operation.

Your sincerely

Cmojzes

Cecilia Mojzes
Executive Head Teacher

RProbett

Rick Probett
Chair of Governors