



Monday 1<sup>st</sup> June 2020

Dear Parents and Carers,

Where we aspire, nurture, personalise,  
engage and promote success

I am writing to update you of the latest developments in school.

Staff have been working really hard to keep all of our students engaged in their learning, whether it is online or face to face, for those children of Key Workers.

We are now at the point where we have split the school into 5 'bubbles', which gives us an absolute capacity of 55 students who can attend on any given day. This is the maximum amount that we can safely take. We look forward to welcoming all of our students back to Maplewell but for now we can only prioritise places for critical worker/vulnerable children (across all year groups). These will be our priority, following government guidance and our own risk assessments.

We have taken into consideration the staff numbers that we have available and, risk assessed our site the classrooms and teaching areas. **This gives us an approximate total number of children to whom a place can be offered, and it gives me no pleasure to advise you that it now looks as though the critical worker/vulnerable children almost completely account for all of the 55 available places. However, please be assured that we will everybody informed as the situation changes.**

The school day will be very different, given the safety measures that are in place, movement around the school, the curriculum and risk assessments for different scenarios.

We realise that you may well be anxious about sending your children back to school, given the serious consequences of COVID-19 for some families. We cannot guarantee that there is no risk, but we will all do our very best to minimise those risks and keep everyone safe while at school.

### Protective Bubbles

The Government have asked us to put groups of children together into "bubbles". This amounts to a maximum of 11 students per 'bubble'. We aim to keep our bubbles as small as possible. These are based on our classroom sizes, available teaching areas and risk assessments.

Each bubble will be supported by teachers and support staff, who will not mix across the bubbles. They will have their own teaching spaces with sufficient room to socially distance.

We will contact you to inform you which bubble your child has been allocated to, who the staff will be and which classroom they will be in. We will also inform you of when you need to drop your child off at the beginning of the day and the time for pick up.

### Dropping off and picking up your child

Transport should have been allocated for those students who have been prioritised in the first wave. I know that the Local Authority have found this challenging in being able to meet everyone's needs whilst maintaining social distancing. I know that some transport is still being sorted for some students.

Staff will be here to greet students in the morning and ensure that end of day pick-ups are safe and efficient.

### The school building

No parent or carer will be admitted into the building. A member of staff will be standing at the front door to receive the child. We know that children are anxious about coming back to school and we will do our very best to welcome the children, mindful of their anxieties and yours. We will have dedicated pastoral teams on hand for all students in their 'bubbles'.

Please be aware of cars exiting the car park as they leave the school grounds.



## **Equipment instructions**

Children will be required to wear school uniform.

We will have specialist staff on hand every day for any administering of medication. Reading books are encouraged to be used but not shared. Please ensure that your child has everything they need with them at the start of the school day.

## **Communication**

No face to face communication will be possible between parents and individual staff at pick-up or drop offs. If you wish to contact a member of staff from your child's bubble, this can be done by calling the school office or by email. There will be senior staff available at drop off and pick up times and you should talk to them at a safe distance.

## **Health**

If your child shows any symptoms of illness while not in school, we would ask that you keep your child at home and inform us as soon as possible.

If your child develops symptoms of COVID-19 during the school day, they will be looked after in one of our allocated isolation rooms. We will immediately contact parents asking you to pick your child up from school. If a child or member of staff from any bubble is sent home with symptoms of COVID-19 parents of all members of this bubble will be informed. Please ensure that your contact details are up to date.

Children displaying symptoms of COVID-19 must isolate at home for 7 days and others in their household for 14 days. You should access a test as soon as possible. If a member of staff or child in a bubble tests positive for COVID-19, then all other children and staff from that bubble will need to isolate for 14 days.

## **The following points give information about how school will be run to keep everyone safe**

Classrooms will look very different. The guidance states that at the end of each day, all items need to be thoroughly cleaned. All soft items have been removed to prevent the risk of infection, so some of the usual resources that children use in lessons will not be available. All equipment needs to stay within the bubble and needs to be easily cleaned.

Your child will be allocated a desk which will be spaced away from other desks. They will work at this desk with their own set of equipment that only they can use and this will be cleaned throughout the day.

Any shared resources will be cleaned regularly. Shared resources will be limited and restricted to those with hard surfaces, so that they can be easily cleaned. This includes computer equipment, these will be sanitised before and after use.

In corridors staff and children will be encouraged to observe social distancing from others. They will always be accompanied by an adult. Children will be taken to the entrance of their allotted toilet and the adult will wait for them. A maximum of 1 child will be allowed into the toilet at any one time. Other than going to the toilet, children will only enter and exit the building from their classroom's exterior doors, limiting movement in and around the building.

Corridor doors, that are normally closed will be propped open to prevent the touching of handles. Similarly, outside doors to the classroom will be propped open to allow air to flow in and out of the classrooms to reduce the risk of infection. The fire risk assessment has been amended to reflect this new practice.

In class, we will be reinforcing hand washing protocols, which were in place just prior to the lockdown in March. As children enter the school in the morning, they will be provided with hand sanitiser as well as at

other key points throughout the day. Work will be done on 'catch it, bin it, kill it' as well as key hygiene messages designed to stop the spread of the disease within the school.

### **Social times and lunchtimes**

Children will have social times in their own bubbles. Bubbles are spread out across different areas of the school grounds, so as to avoid contact with other bubbles.

Lunch will be eaten in the dining room, with thorough cleaning between sittings. School will provide lunches to students who require them. Our catering staff are on site and preparing food to their usual high standards.

### **The use of PPE (Personal Protective Equipment)**

As a school we have taken the decision not to wear PPE and encourage students to stick to social distancing guidelines. We felt that staff wearing PPE would add to the anxieties of our students. The only time that we will ask staff to wear PPE, including masks, gloves, aprons and visors is when they are required to administer first-aid and/or provide intimate care for certain children.

If there is unreasonable behaviour from any student, which includes deliberately spitting and/or coughing at others, or refusing to maintain social distancing, staff will need to protect themselves by donning PPE and parents will be asked to collect their child from school.

### **Learning**

Learning will look different, there will be an emphasis on virtual learning with the use of Google classroom, as we have been doing since March 20<sup>th</sup>, when the 'lockdown' began. Much of the learning will be built upon our existing schemes of work and we will maintain a pedagogical approach to learning, which enables students to master their learning.

We are acutely aware that this is a massive change and that the content of this letter may potentially be unsettling for parents and students. Please be reassured that in school, we will have a heavy focus on well-being and making the day as 'normal' as possible for your children. We will continue to make learning fun and engaging for all students, with our skilled staff on hand to support at all times.

Thank you for your ongoing support of Maplewell Hall School. It means a great deal.

Yours faithfully

Jason Brooks

A handwritten signature in black ink, appearing to read 'Brooks', with a long horizontal stroke extending to the right.

Headteacher