

## To parents of pupils in Year 6

2<sup>nd</sup> June 2020

Dear Parents,

I hope this letter finds you well. We are very much looking forward to welcoming Year 6 pupils back to school tomorrow. Although, the pupils are coming back to the same buildings and a similar routine, many things have changed to enable us to open the school site within the guidelines set by the Government and we ask for your support by reading and following the advice below.

The stark reality of returning to school is that it is very different from when we left in March and it is going to be a very different experience for the children. The safety and routine of life in the family bubble may have kept children sheltered from the reality of how we are all having to interact at this moment in our lives. We do not want our pupils coming back under false pretences and it is important that they appreciate the measures that we have put in place and why they are there.

As explained in previous correspondence, each child in Year 6 will be part of a bubble (each bubble is their usual form group). These bubbles will not have any interaction during lessons times in the school day. At break time and lunch time, children will still be part of their bubble and must not interact with pupils in another bubble. Greenham field has been marked with three distinct areas. Whilst chatting across the boundaries is fine, nothing must be passed between the areas and the divides separating each section must be respected.

We have reduced the number of seats in our three classrooms. This will give the children considerably more space to enable them to social distance. The supervising staff will be present to support and provide guidance but they will not be delivering the lessons. These will be undertaken remotely by their subject teacher who will deliver lessons in the same way they are delivered for the pupils who are still working from home.

### Drop off & Collection

Each bubble has its own dedicated drop off and collection zone. It is important that parents do not leave their cars during these times and your child must be able to be responsible for their personal belongings. Drop off should take place between 8:00am and 8.20am. Please see table below for drop off and collection zones for each form group:

	Keyworker	6K	6S	6T
<b>Drop off venue</b>	Weirfield Building	Parents Waiting Area	Centenary Hall	TPS Swimming Pool Car Park
<b>Classroom base</b>	SAT Block	W6 Weirfield (downstairs)	W9 Weirfield (upstairs)	MFL1
<b>Directions:</b>	Parents drop off at the gate by the chessboard (between the Pre- Prep and Weirfield). Pupils will have their temperature taken, go through the gate and into the SAT block to the toilets on the first floor and wash their hands. Then go to the Computer suite.	Parents drop off outside the double doors. Pupils will have their temperature taken, enter by the trophy cabinets, go to the lower floor toilets and wash their hands. Then go to W6 (History Classroom)	Parents drop off outside the Centenary Hall and enter Weirfield by the double doors. Pupils will have their temperature taken, turn left and go up the stairs to the upper floor toilets and wash their hands. Then go to W9 (Maths Classroom)	Parents drop off by the green gate leading to Greenham field. Pupils will have their temperature taken, go through the gate and make their way around the sports complex and to the visitor changing room to wash their hands. Then go to the MFL block.

HEADMASTER: Andrew Edwards BA Hons

Please note that parents will be called to collect their child if their temperature exceeds 37.8c.

It is essential that your child knows what time you will be collecting them as they will need to provide this information to the member of staff supervising them during morning registration. We anticipate most children will leave at 3:40pm at the conclusion of the last lesson of the day. Some pupils may need to stay until 5:00pm. Please note there are no after school clubs and due to the nature of the bubbles, groups will not be able to interact. The collection points for each form group are the same as the drop off points. We ask that parents do not come inside the perimeter of the Prep school.

If you are delayed or you are having issues picking up at the original time, please contact the School Office on 01823 703307. The Office Team will be able to pass on the message to the member of staff supervising your child.

We appreciate that sometimes the school site is a convenient place for parents to meet up. Unfortunately, we need parents to be able to collect their children and leave the site immediately. Our protocols for having pupils onsite are based around minimal transmission of Covid-19 and we ask that all visitors and parents to the site respect this.

On Wednesday morning, Mr Edwards, Mrs Hall-Tomkin and I will be on hand to welcome the children back. We ask that parents please drop and depart. With limited space in the drop off areas, we want to minimise congestion. If you have issues finding a space at collection time, please do use the temporary car park.

### **Expectations of the Pupils.**

Our pupils are always challenged to be the best that they can be and we recognise that we are expecting a lot from our pupils in the current situation. We want their experience of coming back to school to be both enriching and socially beneficial. However, we do expect them to respect the guidance within which we are working and although we all make mistakes, persistent disrespect for the rules will result in us having to enact our Behaviour and Discipline policy. We have set guidelines below to ensure we are all clear on these expectations.

	<b>Not acceptable</b>	<b>Acceptable</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Walk around the classroom visiting other pupils</li> <li>• Cough or sneeze without covering your nose or mouth</li> <li>• Physically touching another pupil or member of staff</li> <li>• Share equipment with others</li> <li>• Leave the classroom without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Talking to other pupils when appropriate</li> <li>• Raising your hand to ask a question</li> <li>• Asking permission to visit the toilet</li> <li>• Washing your hands frequently</li> </ul>
<b>Moving around the school</b>	<ul style="list-style-type: none"> <li>• Physically touch another pupil or member of staff</li> <li>• Go into classrooms or toilets used by other groups</li> <li>• Stop and talk to staff and pupils in corridors</li> </ul>	<ul style="list-style-type: none"> <li>• To pass other pupils and staff in corridors or outside</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>• Play games involving physical contact</li> <li>• Share sports equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 2 pupils to play table tennis</li> <li>• 2 pupils to play tennis</li> <li>• Sit and chat – whilst respecting social distancing</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Inappropriate comments about use of masks and gloves</li> <li>• Not taking responsibility to inform an adult if they are experiencing symptoms of coronavirus</li> <li>• Not following expectations about sneezing, coughing, tissues and disposal (in line with the 'Catch it, bin it, kill it' message)</li> <li>• Low level disruption in class</li> </ul>	<ul style="list-style-type: none"> <li>• Frequently wash hands</li> </ul>

## Afternoon lessons

There are several opportunities for physical education lessons in the timetable. However, as we are unable to provide changing room facilities at the moment, we ask that the children come to school in appropriate PE kit on those days. The Sports department have requested that children are wearing appropriate sports footwear (such as running trainers).

All our sports lessons are currently planned for outdoors, due to restrictions on indoor sports facilities. Please ensure that your child has appropriate sports clothing for the weather forecast. In the event of poor weather, it may be that the lesson is not able to take place and the children will be supervised in their classroom.

## Timetable

Please see timetables for each form group below:

### 6K

6K										
Day	1	2	3	4	5	6	LUNCH	7	8	9
	8:30-9:00	9:05-9:35	9:45-10:15	10:20 - 10:50	11:30-11:55	12:00-12:30pm	12:30-1:45pm	1:45-2:15	2:20-2:50pm	3:00-3:40pm
Mon	Science	Science	English	English	Geography	Geography	Lunch	Tutor Available	Tennis/Cricket	Tennis/Cricket
Tues	French	French	Maths	Maths	PRE	PSHE	Lunch	Tutor Available	Performing Arts	Art
Wed	Maths	Maths	Art	Art	English	English	Lunch	Tutor Available	Tennis/Cricket	Tennis/Cricket
Thur	Science	Science	History Task	History Live	English	English	Lunch	Tutor Available	Art	PSHE
Fri	DT	DT	Maths	Maths	Performing Arts	ICT	Lunch	Tutor Available	Tennis/Cricket	Tennis/Cricket



The sessions before lunch are remotely delivered (as you have been doing last half term), the lessons after tutor time, will be delivered as 'normal' lessons.

### 6T

6T Timetable										
Day	1	2	3	4	5	6	LUNCH	7	8	9
	8:30-9:00	9:05-9:35	9:45-10:15	10:20 - 10:50	11:30-11:55	12:00-12:30pm	12:30-1:45pm	1:45-2:15	2:20-2:50pm	3:00-3:40pm
Mon	Science	Science	English	English	History	History		Tutor Available	Tennis/Cricket	Tennis/Cricket
Tues	French	French	Maths	Maths	DT	DT		Tutor Available	Performing Arts	Art
Wed	Maths	Maths	Art	Art	English	English		Tutor Available	Tennis/Cricket	Tennis/Cricket
Thur	Science	Science	PRE	PSHE	English	English		Tutor Available	Art	PSHE
Fri	Geography	Geography	Maths	Maths	Performing Arts	ICT		Tutor Available	Tennis/Cricket	Tennis/Cricket

**6S**

6S	1 8:30-9:00	2 9:05-9:35	3 9:45-10:15	4 10:20 - 10:50	5 11:30-11:55	6 12:00- 12:30pm	LUNCH	7 1:45-2:15	8 2:20-2:50pm	9 3:00-3:40pm
Mon	Science	Science	English	English	DT	DT		Tutor Available	Tennis/Cricket	Tennis/Cricket
Tues	French	French	Maths	Maths	PSHE	PRE		Tutor Available	Performing Arts	Art
Wed	Maths	Maths	Art	Art	English	English		Tutor Available	Tennis/Cricket	Tennis/Cricket
Thurs	Science	Science	Geography	Geography	English	English		Tutor Available	Art	PSHE
Fri	History	History	Maths	Maths	Performing Arts	ICT		Tutor Available	Tennis/Cricket	Tennis/Cricket

The above timetables will also appear on the Year 6 Firefly page.

**Staffing**

The following staff are supervising the children during the day. We ask that all communication regarding your child in school continues to go via their Form Tutor in the first instance. Please note that a member of the SMT will be on site each day.

6K	6S	6T
Mr Winsor	Miss Hartland-Mann	Mr Baker
Miss Beck	Mr Abell	Mr Chaffey
<b>The following staff are not in school but will interact with pupils via form periods.</b>		
<b>Form Tutor</b>	<b>Form Tutor</b>	<b>Form Tutor</b>
Mr Kemble	Mr Swires	Mrs Thorpe

**Items to bring to School**

- Packed lunch and any additional snacks in a sealed plastic box.
- Water bottle (full before arriving at school). It can of course be topped up during the school day.
- Pencil case with required stationery.
- Digital device(s) to access the remote learning platform (this might be a laptop or tablet and charger). The School does have iPads which may be used whilst in school –these will be cleaned thoroughly before and after use. Please note that in line with school policy, phones should not be brought into school.
- Headphones to be able to engage in the audio aspect of remote learning.
- Any additional clothing to keep warm, or protection from the sun such as a hat and sun cream.
- Moisturiser - for pupils who suffer from dry skin-particularly useful after repetitive hand washing and use of sanitiser.
- Musical instrument (if they have a 1:1 music lesson that day).
- Coat if weather looks poor. This will allow the children to still get outside and enjoy some fresh air.

If your child is bringing their own device into school, could you please ensure your child is familiar with accessing the Wi-Fi settings on their device. Once they enter the school buildings, we will require them to join the school network which is

accessed via the Wi-Fi settings. The children will need the username and password they currently use to access Firefly.

Please see link below to our welcome back message:

<https://vimeo.com/425167712>

If you have any queries, please do not hesitate to contact me.

With best regards

A handwritten signature in black ink, appearing to read 'Chris Coleman', with a stylized flourish at the end.

Chris Coleman