



Marlborough School

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Dear Parent and Carers,

The government have decided to partially reopen schools, offering provision for pupils in Reception, Year 1 and Year 6. It is essential for our whole school community that we are able to do this safely, understanding the risks and taking measures to reduce the chance of infection from Covid-19.

Our staff are putting themselves and their families at risk by returning to the classroom with groups of children and we therefore ask that you respect social distancing and the heightened state of alert. We will do everything we can to ensure the children's emotional wellbeing and confidence is not affected by the measures put in place.

In order to prepare for reopening the school safely for all eligible pupils **the whole school will be closed on Monday 1st of June**. This day will enable all zones to be deep cleaned and for all staff to be fully aware of strategies and procedures that will need to be adhered to.

- Our regular group of child care pupils will be able to be in school from **Tuesday 2nd of June**.
- Pupils in Reception and Year 1 will return on **Tuesday 2nd of June**.
- Pupils in Year 6 will return on **Thursday 4th of June**.

As you can see by the length of this letter, the organisation and implementation of the changes are huge and government guidance is changing daily. **We will only have confirmation that this plan will go ahead based upon the rate of infection determined by the government on May 28th. The governors will send a confirmation email on Friday 29th of May. Your child's whole group may be sent home if one of them shows symptoms of Covid-19 or if our staffing ratios mean that we would not be able to operate safely.** We understand that this does not provide you with stability for returning to work. We understand the frustration that this may cause but please remember that we are doing all we can to keep stability within the groups.

Social distancing

- Children will be in a group of no more than 10 pupils from their year group which we will refer to as a pod.
- We will endeavour to keep the same adults within the pod throughout June.
- The pods will be allocated an indoor and outdoor space and they will remain in the same space throughout June and will not be allowed to mix with other pods.
- All children will be able to bring in a packed lunch in a bag that will stay on their peg. No other toys or articles from home will be allowed in school.
- The pods will have separate drop off and collection zones. No parents will enter the school building unless for a prearranged meeting with office staff or senior leaders. All contact will be by phone or email.
- Drop off and collection times will be staggered to reduce interaction between children and parents.



- Parents will need to ensure their child is punctual as there is only a 10-minute window between each group's arrival and departure.
- One parent per child should come onto the school grounds for drop off and collection. Ideally this will be the same parent throughout June.
- A two-metre distance will need to be maintained between staff and parents. We ask that any messages be emailed to the office.
- Year 6 pupils will be given reminders about social distancing and will be expected to respect this.
- Pupils in Reception and Year 1 will not be expected to socially distance from each other and therefore the chance of cross contamination is higher.
- Staff need to adhere to social distancing rules and will keep a distance from children.
- If staff need to apply first aid or help with intimate care PPE is to be worn.
- PE activities will not involve close contact.
- Shared spaces such as corridors will be timetabled for each pod as no pods should pass in corridors.
- Pupils in Reception and Year 1 have toilets available in their zones. Year 6 pupils will have to go to the toilet on their own.

Cross contamination

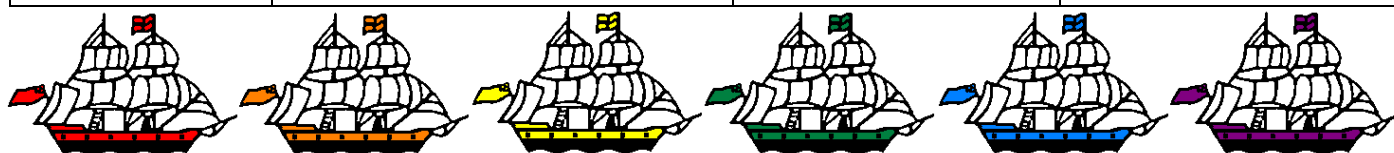
- Equipment sharing will be discouraged in Year 6.
- Water bottles and packed lunches are not to be shared.
- Children are to wear clean clothes each day, therefore they do not need to be in school uniform.
- If a pupil shows symptoms of Covid-19 they will be taken to the medical room, accompanying staff will be provided with PPE and the pupil must be collected immediately.
- *All children from that pod will need to remain at home until the child with symptoms has been tested.* If the child tests positive for Covid-19 the whole pod, including staff, will need to self-isolate for 14 days.
- School must be informed if a family member displays symptoms.
- All pupils in Reception and Year 1 are eligible for universal free school meals however the school kitchen will be operating with reduced staffing and therefore children can bring in a packed lunch.
- Pupils in Year 6 who are eligible for Free School Meals will be able to have these provided by the kitchen or they can bring in a packed lunch.
- If your child would like school lunches, please let the office know by Friday 29th May. There will be a reduced menu.

Hygiene and cleaning

- All zones will have their own cleaning equipment and will be deep cleaned each day.
- Surfaces and frequently touched surfaces will be cleaned regularly throughout the day.

Drop off/collection times and places

	Drop off/collection parent zone	Drop off time	Collection time
Reception A	Reception classroom door	9.00	2.10
Reception B	Hall fire doors	9.00	2.10
Year 1 A	Pagoda area (the fire gate will be open for access)	8.50	2.00
Year 1 B	Lower carpark	8.50	2.00
Year 6 A	Bike shed gate	8.40	1.50
Year 6 B	Top playground door	8.40	1.50
Child Care	Class 3 side door	8.30	3.30



Pod Groups

Group	Location (Any shared spaces will be timetabled)	Adults
Reception A	Classroom and courtyard	Lisa Pearce, Jenny Hart and Debbie Devine
Reception B	Hall and woodland area	Becky Prason, Poppy Bailey and Alison Rowe
Year 1 A	Year 1 classroom and woodland area	Kerry Finnegan and Jenny Hackwell
Year 1 B	Year 2 classroom and woodland area	Kathy Vinnicombe and Sue Pellow
Year 6 A	Year 6 classroom, garden and lower playground	Matt Swiggs and Sam Shears
Year 6 B	Year 5 classroom, garden and top playground	Lou Gall and Melissa Pentecost
Childcare Provision	Class 3 and class 4	Kathy Rowe, Martin Gimenez, Heather Street and Liam Hoban
Lunch Supervision		Reception A – Dawn Williams Reception B – Alison Rowe Year 1 A – Sharon Cray Year 1 B – Nicola Brewer Year 6 A – Sam Shears Year 6 B – Melissa Pentecost

Your child's class teacher will let you know which group your child is in by email.

I would like to thank you all for the support you have given the school during this unprecedented time. We hope that with clear communication and understanding of the difficulties facing us we will all be able to work together to make the next few weeks safe and manageable.

If you have any queries regarding the safe return to school please contact the school office,

Best wishes,

Marlborough School

