

We are pleased to confirm that, from the week commencing 1 June 2020, Castlefields Primary School and the other primary schools in our Trust will welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. This is on the understanding that the Prime Minister gives the 'green light' at the end of May for primary schools to begin re-opening.

We have worked exceptionally hard and very carefully as school leaders across our Trust, but also here at Castlefields Primary school, to be ready to re-open safely and securely. We have looked at all aspects of health and safety and we have made many changes to how we work and how we use space. All of these changes are in line with the extensive guidance we have received from the Government, and Shropshire health and safety professionals. Our approach has been fully checked and authorised by the Trust. We hope that this reassures you.

We understand that many parents with pupils in Nursery, Reception, Year 1 and Year 6 may be keen to get their children back into school. We understand that others amongst you may feel that this is not the right time yet for your family. We are seeing the attendance of pupils in those year groups as entirely voluntary and there will be no poor attendance 'mark' for those not attending.

You have already told us whether or not you intend to send your child to school on 1 June, if you have a pupil in a relevant year group. There are a few things that we need these parents to be aware of:

- We have made up small groups of pupils who will spend their school time together with specified staff. This is to limit pupil and adult contact across our school. We are calling these groups 'pods.'
- At the present time pods will have around 10 pupils, although this may change over time. This includes a pod that is made up of pupils who are attending school from other year groups, because their parents are key workers or vulnerable. We call this the Key Worker Pod.
- We will be working hard to socially distance pupils within these pods, but for younger pupils especially, we know that this is unlikely to be 100% successful. Contact between children in different pods will be very controlled and at an absolute minimum.
- We have also been asked to limit the contact of different adults across our groups of children. We are therefore keeping the adult working with a group as consistent as possible. With this in mind, our teachers will carry out their planning and preparation on Friday afternoons, when we will close to pupils except for those in the Key Worker pod. Please contact the school if you would like to talk to us about a problem related to early closure on Fridays. **School will close every Friday at the end of the morning** (see reverse for details).
- If you had decided not to send your child back to us yet, and you change your mind, please give us some notice. We will need to assign your child to a group, and we may need to alter our arrangements to accommodate it. Similarly, if you are a key worker and now need your child to start attending school again, please inform us immediately.
- We will be operating staggered start and finish times which are on the reverse of this letter.
- We will not be able to allow adults / visitors into our buildings unless for specified reasons. For this reason, please telephone or email the office rather than drop in.
- There are school specific arrangements that we need you to be aware of which can be found overleaf.
- There are specific things we need your child to bring / not bring to school which can be found overleaf.

// continued overleaf

**Executive Headteacher**

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**Trust Office**

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*Schools Partnership*

- If you are planning for your child to now restart attending school, please talk through these arrangements with them. Specifically, please talk to them about:
  - they will be in a new little group of pupils when they are at school and in a particular room for much of the day.
  - it will be great to see their classmates again but, when they are at school, they will be doing more activities at their desk than they are used to, and the teacher will ask them not to get close to each other.
  - The way we are managing arrivals. Many younger pupils are used to parents settling them into class. Under the new regulations, 'hand over' will happen outside of the buildings where a designated staff member will meet you and take your child in.
  - Most importantly, it is vitally important that no child or adult attends school if they are ill. I am sure you are all aware of the 14-day quarantine for families with CV illness and so on. We will be sending out a reminder letter about this in due course.
  - If at all possible, please look at some information that you can pick up from this website: <https://www.e-bug.eu/>. It is designed to explain current health issues in a child friendly way. We will send this out to pupils as important learning activities to complete this week.

At the present time we will be working hard as a school to work in these new ways. We are aiming to continue to ensure that the quality of Distance Learning for those at home continues. However, this will inevitably change as teachers will now have to divide their time between educating pupils in school and also at home. Thank you for your understanding and patience.

We would like to take this opportunity to thank you for your understanding and patience as we have all had to get used to a new way of educating pupils at home. Thank you also in advance for your understanding and patience as we get used to some very different practices and ways of working going forward.

Please be aware that our arrangements for nursery aged children are slightly different. This is a non-statutory year group, and to make it work safely we will need to restrict days and times available to parents at present. Thank you for your understanding.

We wish you all well and send you our very best wishes. Please feel free to direct any queries and concerns to either of us.

Yours sincerely



Sarah Godden  
Executive Headteacher



Headteacher

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