



Dear Parents and Carers,

We hope this letter finds you well. Further to the letter I sent to you before the holiday I am now able to provide more details of the extended opening of the school. The plans outlined below will apply to children in **Reception, Year One and Year Six** however, we are sending this letter to all parents to keep everyone informed. Other year groups are not yet returning to school. Our intentions of how our school must operate upon our return are detailed below. Our school is going to feel very different however, we will continue to show children our care in different ways whilst trying to minimise physical contact.

General operation:

- We have planned for pupils to be in socially distanced learning bubbles of no more than 12 children
- Children will be with up to 3 adults in a group and not necessarily with the same groups of children or teacher they were with before lock-down.
- Children may not be in a group with their own class teacher or in their own classroom
- Children must wear clean clothes every day. This does not have to be school uniform
- Children will not be able to bring in anything from home except a water bottle. No reading books or planners, no pencil cases or any other items. Children will not need bags in school
- Inhalers and medication can be given to staff at the gate if required
- Certain corridors have been marked out with arrows to show which way the children should be walking along with 2m distancing markers
- If children are injured or have a toileting accident we have sourced PPE (following the Covid 19 guidance for an educational setting) which is to be used by staff if and when there is a first aid need. If this isn't possible, parents will be contacted.
- Children will be in classrooms where small resources, books and soft furnishings have been removed or covered

Cleaning:

- The school has been thoroughly cleaned in preparation for the extended opening
- The classrooms will be cleaned throughout the day by staff. The classroom bins will be emptied and desks will be sprayed throughout the day.
- Each classroom will be deep cleaned by our cleaners before the start of the next session.
- All circulation areas and doors will be cleaned throughout the day
- Toilets will be allocated for each bubble and cleaned after each use

Drop off and pick up:

- Children will arrive to school in the morning at specified times and be picked up in the afternoon at specified times. This is to minimise the numbers of people around the school site at any one time. **IT IS IMPORTANT THESE TIMINGS ARE STRICTLY KEPT.** Parents will be informed which colour learning bubble their child is in. To allow for deep cleaning and teacher preparation time, school will close at lunch time on Fridays. Year Six will be given their packed lunches to take home and other year groups will eat in school before leaving

YEAR 6-4 th June	YEAR 1-8 th June	RECEPTION-10 th June
8:45-9:00 arrival	9:00-9:15 arrival	9:15-9:30 arrival
14:30 BLUE A 14:35 BLUE B 14:40 YELLOW A 14:45 YELLOW B	14:30 RED 14:35 GREEN 14:40 ORANGE 14:45 PURPLE	14:50 BLUE 14:55 YELLOW 15:00 RED
Friday Collection Times		
11:45 BLUE A 11:50 BLUE B 11:55 YELLOW A 12:00 YELLOW B	12:00 RED 12:05 GREEN 12:10 ORANGE 12:15 PURPLE	12:20 BLUE 12:25 YELLOW 12:30 RED

Shakespeare

Primary School and Nursery

TOGETHER ANYTHING IS POSSIBLE
YOUR WORLD OUR WORLD



Drop off and pick up continued:

- Children to be picked up and dropped off at the allocated time by one adult only. You should only bring siblings if you absolutely have no alternative option. If you do need to bring siblings they will need to be by your side and adhering to the social distancing measures we have put in place.
- The road leading to the Year Six gate will operate an identified one way system
- Each year group has one allocated gate for entry and exit from school. This will be signposted. The gates are only for children. Parents will be asked to hand over their child at the gate
- Parents must keep moving through the one way system and not stop at the gates
- Children will wash their hands upon entry to class at classroom sinks
- If you choose for your child to travel to school wearing masks and or gloves, these will need to be removed before a child enters the school site
- The thorough handwashing routine put into place before lockdown will continue with all children being expected to wash their hands every time they enter the classroom, before they eat and when they go to the toilet
- Classroom doors and windows will be left open in order to improve air circulation
- At the end of the day, collection times have been allocated, parents will need to stand on the 2m distancing signs
 - Reception (one way system queuing on Lincoln Road)
 - Year One (one way system in the visitors car park)
 - Year Six (one way system on 'Shakespeare Street') and children will be sent to you one at a time.
- This will continue to be our procedure for arriving and leaving school regardless of weather conditions.
- Parental contact with school will continue to be electronic via email or telephone. In order to keep the one way collection systems moving parents are not able to have conversations face to face with staff. Please telephone school should you need further information

Break times and lunch times:

- The children will eat their lunch in the classrooms
- Lunch times and break times will be staggered so that groups of children do not mix with any other groups
- Children bringing their own packed lunch will need to ensure that any packaging is entirely disposable – Lunch boxes are not allowed in school
- Outside play equipment like the adventure playground will not be able to be used
- Children will have an allocated play space at playtime and lunchtime which will only be with the children that are in their group. They must remain in this space during any outside play
- Each learning bubble will be allocated toilets to use and these will be regularly cleaned
- School dinners will be provided each day for those children that want them. This will be a packed lunch option including a sandwich, snack and piece of fruit

These preventative measures have been put in place to reduce the risk of spreading the virus. As well as the steps outlined the school has undertaken a full Local Authority risk assessment which covers all aspects of the school's operation. This has been reviewed and ratified by the Governing Body. For pupils in eligible year groups who do not wish to attend school physically, there will be a revised home learning offer. For all other year groups the home learning offer currently remains the same.

Please note, all parents of pupils in eligible year groups will be contacted by our admin team in the coming days to inform us whether you wish for your child to be allocated a place in a learning bubble. In order to maintain the integrity of the bubbles we will only allow pupils access to the school site if parents have notified us they wish their child to attend. Should you have any further questions regarding the above, please email office@shakespeareleeds.org.uk

Yours sincerely,
Mr Gorton

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