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Sutton Road Primary  
School and Nursery

Mansfield  
Nottinghamshire  
NG18 5SF

Tuesday 19th May 2020

Dear Parents and Carers,

As you will be aware the Government announced their intention to commence a return to school for some pupils and they have subsequently released a number of guidelines surrounding this. We have purposely not rushed a letter out to you as there has been a lot to consider and we have been working hard to measure the implications of this and what this could look like for our school. We have also been taking advice from our Senior Local Authority Officers and their associated Health and Safety and Human Resources departments.

We are quite sure that you, like us, have spent much time thinking about the latest Government guidelines on the possible phased reopening of schools. We still, so far, have had no hard and fast assurances from anywhere that this proposed return of pupils will actually be deemed safe for us to commence and at this point we are unable to advise you that, hand on heart, we feel this is 100% the right thing to do.

**It is important to keep in mind that the Government have stated that the plan for a phased return to school is conditional and still dependent on several factors.**

However, if it is finalised, the Government intend for us to commence the gradual integration of our Nursery, F2, Y1 and Y6 pupils back into our schools starting from the 1<sup>st</sup> June 2020. We felt we needed to share with all of you how we envisage this will need to be done in order to try to keep your children, you and our staff as safe as we are able to.

**Please be aware that the return of your children is not compulsory, and this is completely up to you as parents and carers. Part of the Government guidance clearly states that non-attendance of your child in school will not be penalised and we have no intention of doing this.**

At school we will endeavour to follow the most current Government guidance provided around what protective measures we will need to adhere to. However, in response to a couple of questions we have been asked by some of you, can we make clear that the guidelines do not require us to wear protective facemasks, nor will we be required to take pupil temperatures each day before admitting them. Some PPE equipment will be made available to staff for administering first aid treatment and for cleaning areas of the school. The Government also state in their guidance that they recognise maintaining the social distancing of two metres apart 'cannot be expected' to be adhered to within Early Years and Primary Schools. **We will do all we can, but we cannot absolutely guarantee the safety of your children against COVID-19.** So, the decision is entirely yours to make.

Please note the following procedures we require you to be aware of and adhere to:

- Only one parent will be allowed on site to drop off or pick up your children
- Brothers and sisters of pupils in Nursery, F2, Y1 and Y6 will only be admitted if you meet the Critical Key Worker criteria or are deemed as being in the vulnerable group
- Staggered starts and ends to each day for different year groups will be running to ensure safer drop-offs and pick-ups and less people on the school site at any one time and parents must not arrive earlier or later than these
- There will be limited hours of schooling for each year group to allow time for cleaning and ensure social distancing through the staggering of start and finish times
- In line with current guidance, children attending school will receive a lighter version of the curriculum
- Home Learning arrangements will remain in place as now for all children not accessing a school place
- There will be a maximum of 15 pupils in each classroom – they will be working in this ‘bubble’ and have the same team of staff they work with every time they are in school, however, the staff within their bubble may not be your child’s usual Class Teacher or Teaching Assistant
- There will be very limited opportunities for children to mix with other pupils outside of their bubble of 15 – this can be relaxed slightly more outside due to the increased ventilation this offers but will be closely supervised
- Due to the Government advice about outdoors being safer, we intend to use this more and therefore ask that all children attend school in appropriate clothing for being outdoors and suitable for whatever the weather is (no uniform is needed)
- Rooms and equipment will be thoroughly cleaned and disinfected between each use and each day and children MUST NOT bring in any personal equipment other than their lunchbox and drink container. They will be provided with a set desk to work at and their own set of resources to use
- Parents will not be allowed in the school building at any time. Reception doors will be closed and access to these will be strictly limited
- Communication is best done through phoning the school office between 9:00am until 3:00pm when the phones will be manned, or through the school office email address
- Currently we are planning to ask all pupils to bring a packed lunch to school and this will ensure they are able to eat this within the classroom their bubble is using – this may alter with later guidance due out, but we will keep you informed
- If there is a confirmed case of COVID-19, all children and staff from that group will be required to self-isolate for 14 days
- If any member of your household shows symptoms then you will need to inform us immediately and your child should NOT attend school, and your whole household will need to self-isolate in line with Government guidelines. If a pupil becomes ill at school, they will be sent home immediately.

We will be writing out again later this week to outline our provisional plan as from the 1<sup>st</sup> June 2020, but please note this will not include all of the identified year groups as from this date.

We plan on making a gradual response and initially offering a limited number of school places in two of the year groups to start with.

However, to help us plan safely and effectively we now need to ascertain the potential ‘take-up’ of school places by you as parents and carers of children in Nursery, F2/Foundation, Year 1 and Year 6.

Due to this before making your decision we are asking all of you to carefully consider the full facts and understand the measures we are putting in place to support this.



Nottinghamshire  
County Council



SCHOOL  
MEMBER



If you would like us to plan to allocate either your Nursery, F2/Foundation, Year 1 and Year 6 a future place in school following the 1<sup>st</sup> June it is essential that you make immediate contact to request this with us on this email address:

[srcovid19@suttonroad.org](mailto:srcovid19@suttonroad.org)

***PLEASE DO NOT USE THE MAIN SCHOOL OFFICE EMAIL ADDRESS FOR THIS REQUEST.***

On your email you will need to provide us with:

- Your name
- A contact telephone number
- Your address
- Your child's name
- If your child is in Y6 you need to inform us if you give permission for your child to come to school and walk home independently

Children of Critical Key Workers or those in the Governments definition deemed as being in a vulnerable group will still be eligible for their emergency child-care place with us subject to the appropriate evidence having been provided for us from your employer. Please refer to the associated letter about this on our website.

We would like to take this opportunity to again thank you for all of your continued support during these past few weeks because you have been amazing in all you have accomplished with your children and through engaging with all the work and activities we have been providing each week. Please do continue to contact us on either your child's class email address or the normal office email if you have any other more general questions or queries, but bear with us as we do receive a high volume of correspondence each day so it may take a little longer to respond to you than usual.

We will keep you as informed as possible at every step and please be assured that any decisions we take will centre around putting the health and safety of your children at the heart of all we plan out and implement.

Yours sincerely,



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