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**Sutton Road Primary  
School and Nursery**

Mansfield  
Nottinghamshire  
NG18 5SF

**Friday 22<sup>nd</sup> May 2020**

Dear Parents and Carers,

**OUR PLAN FOR OPENING PLACES IN YEAR 6 AND NURSERY**

Further to the letter we sent out in Tuesday 19<sup>th</sup> May regarding the Government announcement of their intention to commence a return to school for some pupils. We have continued to follow the Government guidelines and take advice from our Senior Local Authority Officers and their associated Health and Safety and Human Resources departments and use this in our planning.

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 still also important to remember that the Government has not yet confirmed this will commence as from 1<sup>st</sup> June as this is still dependent on several factors.**

**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.**

**So, subject to a confirmation from the Government, our plan for a gradual return will commence as follows:**

- **School will be closed this coming Bank Holiday Monday 25<sup>th</sup> May**
- **School will be open only to Key Worker / Vulnerable families as usual from Tuesday 26<sup>th</sup> until Friday 29<sup>th</sup> May 2020**
- **School will be closed to all pupils on Monday the 1<sup>st</sup> June for preparations**
- **School will be open on Tuesday 2<sup>nd</sup> June as usual to our Key Worker and Vulnerable Group families**
- **On the same day (Tuesday 2<sup>nd</sup> June) we will commence the increase of our school places by admitting some of our Nursery (F1) pupils and our Year 6 pupils**

**Nursery (F1):**

We will accommodate a 'bubble' of 15 Nursery aged pupils in the morning and, following a clean of the facilities, we will accommodate another 'bubble' of 15 Nursery aged pupils in the afternoon within the current Nursery facilities. If your child is allocated a place within one of the Nursery bubbles, they will be offered a half day session every day which will be a morning or an afternoon. We may initially only run the morning sessions due to the amount of place requests currently being low.

Sessions will run from **9:00am until 11:15am OR 12:45 until 3:00pm**. We are currently unable to offer 30 hours provision to any Nursery pupils.



## Year 6:

For these pupils we will be able to accommodate four 'bubbles' of up to 15 Year 6 pupils from 9:30am until 2:45pm. These groups will be accommodated in the new double storey school building with 2 rooms downstairs being used and 2 rooms upstairs being used.

Each Y6 bubble will have a door to line up at dependent on the bubble they are allocated to and you will receive details about this closer to the time. **You as parents will be expected to allow your Year 6 child to line up independently from you once they are in the school grounds.** Staff will be out to supervise. Any Year 6 children who can are asked to come to school and walk home independently in order to further reduce the number of people in the playground at the start and end of each session.

**Just a reminder, the return of your children is not compulsory, and this is completely up to you as parents and carers. Non -attendance of your child in school will not be penalised and we have no intention of doing this.**

Please be assured at school we will continue to endeavour to follow the most current Government guidance provided around what protective measures we will need to adhere to. These do not require us to wear protective facemasks, nor are we required to take pupil temperatures each day before admitting them. Some appropriate PPE equipment will be 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.**

We do appreciate the decision is entirely yours to make.

Due to this, before making your decision we are reminding you to carefully consider the full facts and understand the measures we are putting in place to support this and procedures we require you to be aware of and adhere to as follow:

- Currently there will be no wrap round care on offer at the school i.e. breakfast or after school clubs
- Only one parent will be allowed on site to drop off or pick up your children F2 child/ren
- Brothers and sisters of pupils in Nursery 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 they are 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)



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- 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 in school
- 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
- All Year 6 pupils will need to bring a packed lunch to school and this will ensure they are able to eat this within the classroom their bubble is using
- **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.**

Thank you to those of you who have contacted us already. Remember 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 1st 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.

*Following this first phase we intend to introduce further arrangements for F2 (Reception) and Year 1.*

***However, the starting dates for the following year groups are not yet confirmed. More in depth details will follow nearer the time once we are able to assess the situation further.***

Thank you for your continued support during the coming weeks as we start to move to this next phase.

As we said earlier this week, 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,

*N. Davin*

Nicola Davies  
Executive Headteacher

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Emma Severn  
Head of School



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