

# Important Information for Parents on Reopening of the School



This overview tells you all of the key information that you need to know for the second half of the summer term. Please make sure that you read this overview carefully, along with the Frequently Asked Questions (FAQ) page and the information about Distance Learning.

The school's plan for reopening has been shaped by feedback from parent surveys and through following Government guidance, Local Authority advice and by working in partnership with local schools.

The school will **potentially** reopen for children in Pre-School, Reception, Year 1 and Year 6 on Monday 1<sup>st</sup> June. Please keep an eye on the national news and on ParentMail for confirmation and updates, and in case there are any changes to this plan.

If you have any questions, email the school's office team to help: [schooloffice@stopsley.primaryluton.co.uk](mailto:schooloffice@stopsley.primaryluton.co.uk)

## My child may return to school...



### It is up to parents if you send your child back to school.

Everyone is concerned about children's well-being and education during this unprecedented time. Therefore, if the Science allows, the Government are encouraging parents to send their children back to school. Attendance will be recorded but fines for absence will not be issued. If your child comes back to school at this time, we will do everything that we can to ensure their safety.

### My child is in Pre-School...

- The morning session for Pre-School starts at 9:15am and finishes at 11:45am
- The afternoon session starts at 12:30pm and finishes at 3:00pm
- There is no afternoon session on a Friday afternoon
- Lunch club will take place between 11:45am and 12:30pm
- No more than 15 children will be allowed for any session
- Enter via the 'runway' gate and exit via the staff car park gate
- Parents must drop and collect children from outside the Pre-School gate
- Parents must collect children on time
- To book your child in for a session, please telephone Mrs Collins on 01582 611035 or email: [admissions@stopsley.primaryluton.co.uk](mailto:admissions@stopsley.primaryluton.co.uk)

### My child is in Reception...

- Reception starts at 9:15am and finishes at 3:00pm (Mon-Thurs) and 12:30pm (Fri)
- Parents must collect children on time
- Enter via the library gate and exit via the staff car park gate
- Parents drop children at the Reception playground area gate
- There will be no more than 15 children in a class. The children will go to the following classes:
  - Squirrels with surnames A-L stay in Squirrels classroom with Mrs Johnstone
  - Squirrels with surnames M-Z go to Carle classroom with Miss Ludlow (Mon-Wed) and Miss Williams (Thurs-Fri)
  - Badgers with surnames A-H stay in Badgers classroom with Miss Begg
  - Badgers with surnames I-Z go to Rabbits classroom with Miss O'Brien

### I am a Key Worker or my child is vulnerable (has a Social Worker or an EHCP) and they are in Years 2 to 5...

- School starts at 08:45am and finishes at 3:30pm
- Children must be booked in by no later than 3:00pm on the day before (email the school office to book)
- ID may be required to prove Key Worker status
- Arrive and collect via the main entrance. Parents must collect children on time
- Depending on numbers, they will work in Matisse classroom with Miss Shortall, Mrs Kelly and Mrs Mann

### My child is in Year 1...

- Year 1 starts at 9:00am and finishes at 3:15pm (Mon-Thurs) and 12:45pm (Fri)
- Parents must collect children on time
- There will be no more than 15 children in a class. The children will go to the following classes:
  - Freedman with surnames A-Ma stay in Freedman classroom with Miss Hussain
  - Freedman with surnames M'b-Z go to Donaldson classroom with Miss Wilson
  - Carle with surnames A-G go to Blake classroom with Mrs Newman
  - Carle with surnames H-Z go to Kandinsky classroom with Miss Williams
- Current Freedman class enter via pedestrian gate at front of school and exit via vehicle gate (ramp)
- Current Carle class enter via 'runway' gate and exit via staff car park gate

### My child is in Year 6...

- Year 6 starts at 8:45am and finishes at 3:30pm (Mon-Thurs) and 1:00pm (Fri)
- Parents must collect children on time
- Children only enter and exit via the library gate. No parents please
- There will be no more than 15 children in a class. Social Distancing will apply wherever possible. The children will go to the following classes:
  - Bolt with surnames A-J stay in Bolt classroom with Mrs Leigh
  - Bolt with surnames K-Z go to Currie classroom with Mrs McDonald
  - Ennis with surnames A-J stay in Ennis classroom with Mrs Ahmed
  - Ennis with surnames K-Z go to Bell classroom with Miss Davis
  - Murray with surnames A-K stay in Murray classroom with Miss Britten
  - Murray with surnames L-Z go to Jeffreys classroom with Miss Wilkinson

### Key Information for Everyone...

- Our smaller class sizes are like 'bubbles'. The children and staff stay in their 'bubble' all day which helps minimise contact and mixing
- Lessons will be taught daily using Oak Academy so that all children cover the same work whether at school or home
- PSHE lessons will be taught daily so we can talk about experiences and worries - mental health matters!
- Children have their own space to work with their own learning pack. Bags and coats are kept in their space
- Break times and lunch times are staggered throughout the day. Only one class is ever on their part of the playground
- Lunch is a packed lunch from home or school and is eaten 'picnic style' in the bubble. If you want your child to have a school packed lunch, you must pay in advance using ParentMail so please top up your account. Free School Meal children will be given a packed lunch
- All large gatherings (eg: assemblies) are cancelled and traditional events (eg: sports day) will not be taking place this year. We are working on a plan for Year 6 children to possibly still perform a Leavers Assembly for parents but this will be done 'virtually' or we may try to organise a reunion event for September
- There will be no visitors or volunteers working in the school
- FLAG club will not be open
- **School is closed on a Friday afternoon** (except for Key Worker or vulnerable children) for deep cleaning. Thorough cleaning of all areas also takes place daily. We will regularly clean frequently touched surfaces
- Everyone will clean hands more often than usual. We have plenty of soap and sanitiser. We will also ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach
- Any suspected or confirmed cases of Coronavirus will be reported to all parents. We will be transparent and the school (or individual bubbles) will close if necessary
- Ensure that your child comes to school with everything they need for the day. Parents must only come to the main entrance in an emergency. You should communicate with the office by email or telephone and you will be asked to wait outside if picking up children early for appointments. There will be a reduced office staff so bear this in mind
- Any medication must be handed to the teacher at the classroom door and contain clear, written instructions for use. Medicine will be returned via the teacher each day
- If your child is absent, you must inform the school. No children are to attend if showing COVID-19 symptoms
- No school uniform needs to be worn. Siblings and friends will be at home and some children have grown out of their uniform over past months. We will return to wearing uniform when we are all united again
- Parents must always observe social distancing when at the school

## My child will remain at home...

### It is up to parents if you send your child back to school.

If your child is in year 2 to year 5, they are not able to return to school at this time. The Government want to get all children back into education as soon as the scientific advice allows because it is the best place for them to learn, and because they know how important it is for their mental wellbeing to have social interactions with their peers. Children returning to school will also allow more families to return to work. It is the ambition of the Government that children in year 2 to year 5 return to school within the last month of term but this may change depending on circumstances.

If your child is not returning to school, they are to continue doing distance learning daily so that they can keep their brain healthy and active, and so they feel confident when eventually coming back. There are some key points below for parents whose children are remaining at home during this difficult time. The school's approach to distance learning is changing slightly from 1<sup>st</sup> June and this is also explained in the section below.

### Key Information for Parents...

- Time with the family is valuable and aids mental health and well-being. Spend time talking, playing games and doing other activities as a family. Children are resilient and will catch-up with schooling – this is a precious time where conversations, fun and laughter should be had
- Be careful with what children may hear. COVID-19 is regularly being spoken about. It is important children hear only positive thoughts and know that this pandemic will end
- Spend time discussing your child's worries about Coronavirus – Don't just assume that they are okay
- Keep up to date with all information from the school (school website, social media, ParentMail)
- If you need to know anything, remember we are only ever a phone call or an email away

## Distance Learning – A Slightly New Approach



For next half-term, our distance learning is changing slightly. This is a result of parent feedback from our recent survey and because staff are now having to return to teaching in school. Distance learning will still be found in the same place on our school website. Each year group continues to have their own page with a suggested timetable for the week and all of the resources that you need. At the end of the week, resources are archived.

Each day there will be a maths and English lesson as well as a topic lesson incorporating other subjects. This a slightly reduced amount each day and the lessons match exactly what is being taught in school. Each lesson will last about 45 minutes and can be done independently by your child. They will only need a notepad or paper to write on, or they may be able to do their work on the worksheet itself and save it. Most lessons are provided by the Oak National Academy. This is a 'virtual school' created by the Government for this unprecedented time. Each lesson assesses prior learning, teaches a learning objective through video and then marks the work completed with your child to provide immediate feedback as to how they are doing. On our weekly timetables, we have also planned in daily reading and practising times tables.

Oak Academy learning is compatible with all devices (laptop, chrome book, mobile phone, tablet) and is set out in year groups to make everything easy to find. No log in is required. Simply click on 'Online Classroom' and then choose 'Schedule' (top right) to open the week's work. Simply choose the appropriate year group (we are happy for children to move to the year group above or below if necessary) and then choose the day. The week's work is available from the weekend so no more having to wait until Monday to plan Monday! Our 'User Guide' (attached) reminds everyone what to do.

Work can still be sent to us via our help email and may appear on our website gallery. The teachers who are unable to be in school (due to 'shielding') will be checking the emails daily to provide help should you need it. They will respond to your questions, go through any children's work submitted and will keep in touch with you all generally. However, you should bear in mind that we will now have a much reduced staff team working remotely so responses may take longer.