



## **Telford Infant School**

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Dear Parents and carers,

### **SCHOOL REOPENING PLAN**

We hope this letter finds you well. Thank you for your patience whilst the various government documents and numerous updates have been scrutinised; robust Risk Assessments drawn up and various plans to reopen school have been explored – all against the backdrop of conflicting messages in the media around the scientific evidence behind the government's thinking. We are sure you will appreciate that this has not been an easy endeavour but we do have a considered, phased plan for reopening.

Throughout all of this we have held the safety of our children, staff and families at the heart of every decision – this will remain our priority. With that in mind, the Full Governing Board have agreed that it is not possible to reopen Telford Infants based on the government's wishes. For Infant Schools, the expectation is to open full time to children of critical workers and vulnerable children, to all Reception and to all Year 1 children in small classes from 1<sup>st</sup> June, with the ambition of inviting Year 2 children back before the end of the school year. We cannot achieve this – we do not have enough classrooms, we do not have enough staff and most importantly under our Risk Assessment it would not be safe.

The government documentation has therefore been used as guidance and plans for a measured, phased reopening of school have been based on our knowledge of our children, our staff, our school site and our wider school community. We have worked tirelessly, taking advice from many different sources and believe that with the information we currently hold that the plan below is the right way forward for Telford Infant School, reducing the risk of infection of COVID-19 as much as we possibly can. However, there are simply no measures we can put in place to completely remove that risk.

Our Plan is summarised for parents and carers overleaf. Please note that **all aspects of this plan are subject to change at any time** based on any updated government or union guidance and that the government will confirm whether schools are expected to reopen from 1st June on 28<sup>th</sup> May. It is also subject to change should the safety of children, staff and families be compromised at any time when the implementation phase commences.

The Plan is based on the government's 'bubble' model that limits the contact that small groups of children and adults have with other groups to an absolute minimum. Children will be allocated a bubble of no more than 15 children supported by the same 3 adults, including a midday supervisor. Each bubble will not come into contact at any time with any other bubble. Social distancing will be encouraged but as you know this can be an extremely difficult concept for young children to understand and follow.

### Children of keyworkers

- Children of keyworkers (as defined by the government) will continue to be offered a place in school from 8.50am to 3.20pm from Monday to Friday and parents will be asked to request the days they require on a fortnightly basis via google form.
- In order to comply with government guidance and after further clarification from the Local Authority, Keyworker children will not be able to move between the Keyworker bubble and their class bubble. Once children enter a bubble this is fixed.
- Parents can make the decision around which of the two options they would prefer their child to attend starting from 1<sup>st</sup> June. This cannot be changed back. Option 1 - allocated Class bubble 2 days a week or Option 2 Keyworker bubble up to 5 days a week.

### Reception

- Updated government guidance states that Infant schools should prioritise Reception children, so we intend on reopening initially for Reception children only.
- Each class will be divided into two, with one half attending on Mondays and Tuesdays (children numbers 1 to 15 on the register) and the other half on Thursdays and Fridays (children numbers 16 to 30 on the register). Wednesdays have been set aside for deep cleaning and to allow the teachers time to plan and coordinate virtual home learning.
- Due to GDPR we cannot publish lists of children, but parents who have indicated they wish their child to return will be notified of which bubble their child will be in on Tapestry by close of day 28<sup>th</sup> May at the latest. If you indicate that you do not wish your child to attend but later change your mind please email the office so that we can advise you of your child's allocated bubble. We regret that due to the enormity of the numbers involved we cannot accommodate individual requests for bubbles.
- Drop off and collection times will be staggered – parents will receive further details on Tapestry as above.
- If the government's five conditions for reopening are met, it is anticipated that our Thursday and Friday bubbles will start on Thursday 4<sup>th</sup> June.
- We shall continue to provide Home Learning on Tapestry.

Monday	Tuesday	Wednesday	Thursday	Friday
A1 Crimson Mrs Twigger Mrs Berry Mrs Gill (Midday)	A1 Crimson Mrs Twigger Mrs Berry Mrs Gill (Midday)	Deep cleaning	B1 Crimson Mrs Twigger Mrs Berry Mrs Gill (Midday)	B1 Crimson Mrs Twigger Mrs Berry Mrs Gill (Midday)
A2 Cherry Miss Brennan Miss Martin Mrs Tucker (midday)	A2 Cherry Miss Brennan Miss Martin Mrs Tucker (midday)		B2 Cherry Miss Brennan Miss Martin Mrs Tucker (midday)	B2 Cherry Miss Brennan Miss Martin Mrs Tucker (midday)
A3 Magenta Mrs Walsh Mr East Mrs Hunjan (midday)	A3 Magenta Mrs Walsh Mr East Mrs Hunjan (midday)		B3 Magenta Ms Roberts Mr East Mrs Hunjan (midday)	B3 Magenta Ms Roberts Mr East Mrs Hunjan (midday)
Children 1- 15 on the register	Children 1- 15 on the register		Children 16 - 30 on the register	Children 16 -30 on the register
Bubble KW1 – keyworker bubble 1 Mrs Pugsley, Mrs Thickett/Mrs Lister Mrs Lister (midday) Maximum 15 children from reception, year 1 and 2 (new keyworker bubbles will created if required)				

Year 1 (please also read 'Reception' above)

- Once we are confident that it is safe to increase the numbers of children attending school, we will look to extend this model to Year 1 children.
- We shall also continue to provide Home Learning in the same way as we have this half term.

Year 2

- We shall continue to provide home learning in the same way as we have this half term and there will also be a focus on Transition to the children's new schools.
- We do not have any guidance from the government as yet regarding the government's 'ambition to bring all primary year groups back to school before the summer holidays'. We know this will be disappointing for many Year 2 children and their parents.

Now that you have an overview of how the Plan will operate it would be very helpful for our next stage of planning if you could reflect on this and complete the google form attached to today's correspondence, so that we have an indication of how many children are likely to attend. Please also read the 'Other Considerations' list at the end of this letter in order to make an informed response. Should you decide that your child will not be returning but then change your mind later in the half term, please do not be concerned as a place will be held open for them in a specific class bubble. Equally, if you indicate now that your child is returning but you decide at a later date to withdraw them that is fine too but we do ask that parents do not regularly change this. If you have more than one child at Telford Infants please complete a form for each of your children. There is also a section on the form for you to ask any questions about reopening which we will respond to through a FAQ sheet that we will send to you as soon as we can. **Please return the google form by 12 noon on Tuesday 26<sup>th</sup> May. We need all parents to complete this even if you do not intend sending your child back or you are in Year 2.**

Please be aware that no families will be fined, penalised or criticised for keeping their children at home next half term, this is a decision that only you can make. Furthermore, we understand that there will be families who will not send their children back due to underlying health conditions.

This may all seem rather clinical – please be reassured that the whole Telford Infant team will do everything we possibly can to make the children feel welcomed and relaxed and we will put their wellbeing first.

We appreciate that this plan will not suit everyone's needs but we have tried our absolute best in a very complicated situation. Please know that we would like nothing more than to invite all the children back for a normal school day but circumstances just won't allow for this at the moment.

With our very best wishes to all our Telford Infant families.

Yours sincerely,

Mrs SA Oustayiannis  
Headteacher

Mrs S Boad  
Chair of Governors (email: [Boad.S1@welearn365.com](mailto:Boad.S1@welearn365.com))



## **FURTHER DETAILS ABOUT TELFORD INFANT SCHOOL'S REOPENING PLAN FOR PARENTS AND CARERS**

**All the following measures have been put in place in order to allow us to comply with the government documentation.**

### **CHILDREN**

- Children will be placed in a bubble of no more than 15 children from their current class (except key workers).
- Half will attend on Mondays and Tuesdays and the other half on Thursdays and Fridays.
- Under the government guidance children cannot mix at all with other children or adults outside of their class bubble during the school day.
- The children will be based in their current classroom but the outdoors will be used as much as possible throughout the whole day. The Keyworker Class will be based in Indigo classroom. Children will not use any other rooms in school, including the hall.

### **WHAT TO WEAR AND BRING TO SCHOOL**

- Children should wear school uniform, this now includes key worker children. The government guidance is for children to wear a freshly washed set of clothes each day.
- Children should not bring any personal belongings into school with them apart from a clearly named full waterbottle and a coat/sun hat/sun screen if necessary.
- Children will not need PE kits or book bags.

### **FOOD**

- Educaterers will provide two options per day which include a choice of a hot or cold deli bag which will be delivered to the classrooms (menus will be sent out shortly). Lunch will be eaten in the classrooms and children will not mix with children or adults from other bubbles during their lunchtime.  
School lunches would be preferable for all children at this time but we understand that some parents may prefer to send in a packed lunch.
- Our milk and fruit suppliers have suspended deliveries and we are awaiting notice as to when they will reopen. Please send in a piece of fruit if you would like your child to have a mid morning snack but no strawberries, kiwi or pineapple please due to allergies.

### **STAFFING**

- The plan is reliant on us having enough staff to continue to safely support the children.
- If staff become unavailable to work (not due to COVID-19, different criteria apply) then a class bubble may have to be temporarily closed until the staff member can return to work.
- Wherever possible, bubbles will be led by the children's current Class Teacher and Teaching Assistant, but this will not be possible for all bubbles due to the following reasons:  
A number of staff are shielding due to underlying health conditions and cannot currently come into school. Under government guidance, some staff need to stringently social distance which will mean they need to change their work patterns, role or work from home if practicable.

## **SCHOOL RUN ARRANGEMENTS AND AFTER SCHOOL CLUBS**

- Parents will be expected to follow the social distancing rule of 2m at all times and are asked to keep all access points to the school clear.
- Parents can help the safety of all by dropping off and collecting their child promptly at their child's allocated times – 8.45am to 2.45pm 9am to 3pm or 9.15am to 3.15pm. This information will be provided on Tapestry.  
We ask that parents then leave the school site keeping their child with them at all times.
- Please ensure only one adult brings and collects each child. We understand that some parents may need to bring siblings and ask that they remain with you when on the school site.
- A maximum of 5 children will enter each classroom at a time and there will be markers on the playground indicating where parents should wait. Further details will follow.
- SMILES Club cannot operate under the current school reopening arrangements. Other after school clubs will not be running this term.
- Parents (or any other visitors) will not be permitted to enter the school building unless in an emergency situation. Any queries should be by phone call or email. If school reopens after half term, the office will be manned between 8am and 4pm.

## **CURRICULUM**

- The main focus in the early days of reopening will be for the children and adults to settle back down into school life and to ensure that the children feel happy and confident to be back in school. Our aim is for them to be 'loving learning'.
- As much learning as possible will take place in the outdoors.
- Teachers will continue to upload learning onto the school website and Tapestry but please be mindful that Reception teachers in the first instance will now be teaching 4 days a week. They will do their best to respond to Tapestry posts but will have significantly less time to do this than they have now.
- In order to comply with government guidance although we will read with the children in school unfortunately we will not be able to send books and reading diaries home. We request that all reading books are returned so that they can be cleaned and put back into circulation in school.
- Online learning will continue for all year groups via Tapestry.

## **CLEANING AND HYGIENE**

- Our cleaners – Gold Crest – are responsible for the cleaning of the school and our School Business Manager has discussed and agreed our enhanced expectations with Management of the company. The school is thoroughly cleaned every day. All classrooms will receive additional deep cleaning on Wednesdays.
- Under government guidance, many resources will now have to be removed from classrooms.
- Resources including books, plastic toys and stationery will also be cleaned thoroughly at this point.
- Staff will be provided with plastic gloves and antibacterial wipes to allow them to clean any touch points as necessary.
- Good hand hygiene and coughing and sneezing etiquette will continue to be promoted. Soap dispensers will be checked regularly and refilled whenever necessary.
- Children will not mix with children in other class bubbles when using the toilet area in school – this will be supervised to ensure safety and stringent handwashing.
- If your child has a toileting accident members of staff will be required to wear PPE and your child will be changed into spare clothes from school, please do not send spare clothes in.

- Tissues will be available for children in classrooms and all classroom bins have lids.

### **CORONAVIRUS VIGILANCE**

- If any child or member of staff displays any symptoms of coronavirus, whether in school or at home, a test should be arranged immediately. If your child is not yet 5 please seek guidance from your GP.
- If the test is positive all adults and children affected will be informed and self isolation guidance must be followed.
- If a child shows symptoms in school an adult from their bubble will take the child to a separate area to reassure and care for them. The member of staff will need to wear PPE (also see below). Parents will be called immediately and we need you to be contactable at all times to come and collect your child, who will be brought to the main school door for you. Your child will need to self isolate in line with the current guidance.
- If any other member of your household displays symptoms please self isolate in line with the guidance and inform school that your child will not be attending.
- Please expect any child who is feeling generally unwell to be sent home.

### **PPE**

- Government guidance is that 'wearing a face covering or facemask in schools is not recommended.'
- Staff will not be required to wear PPE unless someone is symptomatic with either COVID-19 symptoms or symptoms of other illnesses such as vomiting.
- Staff will also wear PPE when administering First Aid.
- Staff may need or choose to wear PPE at other times.

### **VISITORS TO SCHOOL**

- We will discourage any external visitors to school.
- Volunteers, students and visiting teachers will not be on site.
- If any urgent, essential visitors need to come to school, they will be asked to observe social distancing and wash their hands/use hand sanitiser on arrival.