

Dear parents of children in year R, year 1 and parents of infant age children of critical workers,

Below I have laid out some initial timetables as well as frequently asked questions. My aim is to show you how we have begun to prepare for our children to return to school on June 15th. Please note that at this stage there are no certainties about this and we have been asked that when we do return, it is in a gradual and safe manner. This means not all children in YR, Y1 and Y6 will return on the same days. This is to ensure that we have robust safety measures in place to meet government guidelines. It is with the safety of your children in mind that we make these cautious steps towards reopening.

I am aware that the timetables below will cause some initial child care difficulties for families. I hope you understand that I have put safety as my first priority and in doing so I have had to compromise our ability to deliver some of the child care you may need.

In order to meet the safety guidelines, we will have a maximum number of 8 children we can accept in each group. If numbers of families choosing to return their children to school exceed this number, we may reconsider timetabling or begin a process to prioritise groups of children.

We ask initially that children of critical workers also follow the timetable laid out below in order for us to get our procedures in place effectively. Again, I do understand that this will make child care difficult for you on some days initially. If you are a critical worker and find the timetable below impossible to follow due to your shift pattern, please email me and we will try our best to find a solution.

I am happy to discuss any concerns you have or add further details. Please email [p3183.admin@durhamlearning.net](mailto:p3183.admin@durhamlearning.net) if you wish to discuss this more.

**PLEASE DO NOT TURN UP AT SCHOOL ON JUNE 15th IF YOU HAVE NOT PREVIOUSLY LET US KNOW YOUR INTENTION TO RETURN, BEEN CONTACTED BY A MEMBER OF STAFF TO CONFIRM YOUR INTENTION TO RETURN AND BEEN ISSUED A GROUP NAME, START TIME AND FINISH TIMES.**

**TIMETABLES for Year Reception, Year 1 and infant age children of critical workers** – *please note, all timetables are subject to change based on numbers of families requesting that their children return to school as well as government guidelines changes.*

**TIMETABLE – WEEK ONE (W.B 15th June)**

**GROUPINGS –**

Group C - this group will be no bigger than 8 and will include some Reception age, Y 1 children as well as some other junior age children of critical workers

Group D – this group will be no bigger than 8 and will include some Reception age, Y 1 children as well as some other junior age children of critical workers

	<b>YR, Y1 and infant age children of critical workers</b>	<b>Start times</b>	<b>End times</b>
<b>Mon</b>	Group C and D <b>NOT</b> in school	Group C and D <b>NOT</b> in school	Group C and D <b>NOT</b> in school
<b>Tues</b>	Group C and D <b>NOT</b> in school	Group C and D <b>NOT</b> in school	Group C and D <b>NOT</b> in school
<b>Wed</b>	Group C and D in school all day	Group C arrive at school promptly at 9.10 am. (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)  Group D arrive at school promptly at 9.20 am (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)	Group C will leave the building at 2.45pm. ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)  Group D will leave the building at 3.05pm ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)
<b>Thurs</b>	Group C and D in school all day	Group C arrive at school promptly at 9.10 am. (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)  Group D arrive at school promptly at 9.20 am (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)	Group C will leave the building at 2.45pm. ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)  Group D will leave the building at 3.05pm ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)
<b>Fri</b>	<b>SCHOOL CLOSED FOR PREPERATION OF ONLINE WORK AND CLEANING</b>		

**TIMETABLE - WEEK TWO (W.B 8<sup>th</sup> June)**

Group C - this group will be no bigger than 8 and will include some Rec age children, Year 1 as well as some other infant age children of critical workers

Group D – this group will be no bigger than 8 and will include some Rec age children, Year 1 as well as some other infant age children of critical workers

	<b>YR , Y1and infant age children of critical workers</b>	<b>Start times</b>	<b>End times</b>
<b>Mon</b>	Group C and D in school all day	<p>Group C arrive at school promptly at 9.10 am. (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p> <p>Group D arrive at school promptly at 9.20 am (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p>	<p>Group C will leave the building at 2.45pm. ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p> <p>Group D will leave the building at 3.05pm ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p>
<b>Tues</b>	Group C and D in school all day	<p>Group C arrive at school promptly at 9.10 am. (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p> <p>Group D arrive at school promptly at 9.20 am (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p>	<p>Group C will leave the building at 2.45pm. ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p> <p>Group D will leave the building at 3.05pm ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p>
<b>Wed</b>	Group C and D in school all day	<p>Group C arrive at school promptly at 9.10 am. (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p> <p>Group D arrive at school promptly at 9.20 am (There is a 10 minute arrival slot . After this time you should ring school to organise an alternative arrival time)</p>	<p>Group C will leave the building at 2.45pm. ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p> <p>Group D will leave the building at 3.05pm ( There is a 10 minute pick up slot. After this time , please ring school to organise an alternative pick up arrangement.)</p>
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<b>Fri</b>	<b>SCHOOL CLOSED FOR PREPERATION OF ONLINE WORK AND CLEANING</b>		

**Questions you may have about how we will meet government guidelines when children return to school.**

Question	Answer	Further information
School will look very different when we return. How will school be organised? How will the children be organised?	Children in YR,1,6 and children of critical workers will be designated a group. This groups will be led by a teacher / HLTA. Your child will remain in this group all day , every day. The groups will not mix and the staff will not mix. We aim for groups to be no larger than 7/8. We will have 4 groups	The guidelines ask us to maintain small groups that do not mix. If groups do not mix at all we reduce the risk of transmission. Routines in school will ensure movement around school , classroom organisation and playtimes will enable groups to move around, play, eat and learn in these fixed groups. If someone within a group displays symptoms, that group will have been the only group put at risk of transmission. The other groups will be able to remain in school as they will have been protected at all times from mixing with any other group.
Can I choose not to send my child to school ?	Yes. The decision to return is yours to make.	Government have been able to issue reassurances that there will be no fines issues for non attendance. This leaves the choice a personal one that reflect the needs of your family.
When will the school day start and end ? Will my child be able to go to breakfast club and tea time club?	School starting times and ending times will be staggered. The first group will be welcomed into school at 9 am . School home time will be staggered. The last group will leave the building at 3pm  There will be no breakfast club or teatime club	The four groups must start the day and end the day at staggered times to ensure the groups and staff do not mix with each other. We will designate 10 minute slots for each group to arrive and leave school. They will be supervise by their adult group lead at the beginning and end of the day. Children must arrive and be picked up in the correct designated time slot in order for us to maintain safety measures. As I have stated above, no child should turn up to school without having been previously given their group number and time slots. If children arrive at different time they compromise the safety measures in place.  Breakfast club and teatime club would require us to mix groups and mix adults. It will be impossible to run these clubs safely at this time.
Will my child be working in their usual classroom with their usual teacher?	Not necessarily. Each group will be allocated a room of their own. This will remain their space all day, every day. Groups will never change classroom areas. Walkways will be clearly shown to allow movement from classroom to classroom without children or adults from different groups having to come into close contact with each other.	Keeping groups in school small and confined to their own classroom space means that the risk of transmission from touching things within the same space is reduced. Only the groups and the adult leading their group will be in the room. IN the event someone needs to move through the room ( to use the toilet or to gain access to another classroom) a walkway will have been clearly taped to the floor. This will designate a walk way that should not be occupied by anyone or anything and any time. It will be available for someone to walk directly through in a manner which does not require them to be in contact with anyone else.
What will the classrooms look like?	Classrooms will be sparse in comparison to how children are used to seeing them. Unnecessary furniture and resources will have been removes and desks will all be separate. There will be no soft toys or toys such as play dough/ sand . Children will do more table top play than they would usually do and less group play where resources are shred. We will increase the amount of outdoor play.	Guidelines require children to work in separate tables wherever possible. Resources will be available for individuals to use individually rather than them be shred with others. School will provide all resources needed.  Please do not send in pencils etc from home.

Will two metre social distancing be maintained for all children?	We will not be able to maintain 2 metre social distancing that we have all become used to when visiting shops etc. Instead, we will be ensuring all children are kept in small, fixed groups led by the same adult each and every day. We will encourage children to limit contact with others and desks will be spread out in the classrooms for individual children to sit at.	We have been asked to manage distancing in school by creating small fixed groups of children led by one adult. These groups will not mix with each other and all routines of the school day will be staggered/ zoned to ensure the groups do not cross. By doing this the groups will remain distanced from each other. The dFE recognise that the youngest children will not be able to social distance. Working in fixed groups will still mean that contact with others is limited.
What lessons will my child be accessing?	We are not required to teach the usual curriculum. We will encourage outdoor play/ learning where possible. Where possible teachers will be teaching new content and supporting learning.	We have been advised to use the outdoors as much as possible. We will try to target individuals with activities that support a catch up of work missed.
Will staff and children be required to wear personal protection equipment ( PPE)?	Staff will not be wearing PPE other than in very specific situations. Children will not be asked to wear PPE	We have been assured that staff and children will not need to wear PPE. Only in very specific situation swill PPE be worn. This includes a situation when a child/ staff remember began to show symptoms of COVID 19. AT this point the adult who came to remove them from the classroom area and care for them until a parent arrived will be asked to ear PPE.
What will happen if it is suspected / or confirmed that an adult or child in school as symptoms of COVID 19?	If a member of a group reports symptoms in line with those of COVID 19, the whole group will be informed. It may result in the whole group, including their adult lead, being asked to go home and stay at home to self isolate for 14 days alongside their family.	The children are organised into fixed groups to ensure that a case of COVID 19 can be well managed and contact with children/ staff in school is well traced. This reduces transmission as it prevents transition between groups.
Will my child be required to wear school uniform?	We are asking that children do wear uniform	We understand if some items of uniform do not fit after so much time off. Please just try your best to meet the uniform policy.
How will playtimes be organised to ensure my child's safety?	The outside space will be zoned into 4 areas. Each group will be designated an area to play and they will play there for all playtimes and outdoor leaning sessions.	Each group will be designated a play area that will be zoned off. No other group will be able to play within the zoned area. A group will play in their zone for All playtimes throughout the day. Each group will have the opportunity to play in each of the areas throughout the week on a rota system. This will enable the climbing frame and play equipment to be washed each evening before another groups get access to it.
How will dinner time be organised to ensure the safety of my child?	Children will eat their dinner within their classrooms alongside their designated group. They will be supervised by their adult group lead. Lunchtime playtime will work as above.	Lunchtime supervisors usually take over supervision from class teachers at lunchtime. This will not happen when we return as we will not mix new adults into the designated groups. This would increase the risk of transition . Instead, lunchtime supervisors will take responsibility for an additional clean of surfaces and bins in school while children play outside.
Will visitors still be able to access school? Will I be able to come into school to meet with the class teacher?	Parents / carers will not be able to come into the building over the next few weeks. We will encourage you to contact us va hone call.  Only essential maintenance/ health and safety visitors will gain access to the school	y preventing people, accessing the building we reduce the risk of transition for all staff and pupils.  If maintenance or health and safety visits need to take place, visitors must hand sanitise, wear a mask and be accompanied by a member of staff at all times. They will be refused access to any part of the building where children are. Our new fob access

		system prevents any access to the school building beyond the reception without a security fob.
What shall I do if my child is unwell?	If anyone in your household displays symptoms of COVID 19 , the whole household should stay at home and isolate for 14 days.	If your child displays symptoms of COVID 19 staff will ensure they are cared for away from their group. Staff will be required to wear full PPE. We will be particularly vigilant in asking children who are unwell in school to be taken home. This is to ensure the safety of everyone in the school building as well as their wider families.
Can my child return to school if they require high levels of hands on support due to a special educational need or long term medical need,?	A risk assessment process must be completed before a return can be considered. This may mean that your child will not be able to return for the time being.	In order to keep staff and pupils safe, distancing will be encouraged where possible. If high levels of regular intimate care or hands on care for a child with SEND is required, it may not yet be appropriate for them to return. A risk assessment will allow the range of risks to be considered in full but could delay a return.
Will handwashing be encouraged for all children	Yes	Regular handwashing will be required for everyone in school. Hand sanitizer will be available in each class too.
Will the cleaning routines in place be adequate to reduce the risk of transition?	School has been deep cleaned . All cleaning materials/ methods used are those recommended by the LA to ensure a high quality clean. There will be an increased amount of cleaning throughout the day Children will be encouraged to clean hand throughout the day. Hand sanitizer will be available in all classrooms.	As well as the usual clean each evening and morning , an extra clean will take place at lunchtime when children are outdoors. All classroom will have anti bacterial wipes to ensure laptops/ tables and table tops are regularly cleaned throughout the day. Only the group designated to a teaching space will have access to the objects and surfaces in a room therefore ensuring risk of transmission is reduced.