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Dear Parents/Carers,

Firstly, and most importantly, I hope this letter finds you and your families safe and well. It has been a very challenging time for us all and I hope you'll agree that together, we have really provided the best support and provision for our children, so that we could all be safe and continue to learn remotely during the last few weeks. Thank you from all the staff for your hard work with your children and although some of you will be coming back, we know that for some, the online learning will continue and you will still work hard with your children.

As we move forwards into a new half term, I would like to detail the arrangements clearly below. I felt the best way of doing this is in bullet points to make it clear how we are going to operate school to keep your children/families and our staff as safe as possible at all times. Here are the key points to know from the 1<sup>st</sup> June onwards. I have put in bold the key information:

- All children will be split into 'bubbles' or groups of children of 15 or less in each classroom. Due to numbers, we have no more than 13 in a group currently.
- Each year group will start on a different day from Monday 1<sup>st</sup> June. **Kittiwakes (Year 6) will start on Monday 1<sup>st</sup> June and attend all week. Turtles (Year 1) will start on Tuesday and attend the rest of the week. Seals (Year R and some Year 1) will start on Wednesday and attend the rest of the week.** This is following the government's and Trust's guidelines so we can settle the children back in well. **Years R, 1 and 6 will then be in every day from the Wednesday for the rest of term. Miss Clarke and Miss Davidson will Class Dojo you directly with which class your child is in.**
- In order to cut down on people/gatherings at the school gates, we have staggered the start and end of the day. Please abide by social distancing rules (2m) and drop-off/collect your child as follows:

Drop off times:

- Seal class (YR) 8.40-8.50 Front door entrance
- Turtle Class (Y1) 8.40-8.50 Playground gate
- Dolphin class 8.50-9.00 Front door entrance
- Kittiwake class 8.50-9.00 Playground gate (walk around and come in the bootroom door to avoid walking past Dolphins).

Pick up times:

- Seal Class 3-3.10 Front door entrance
- Turtle Class 3 – 3.10 Playground gate
- Dolphins 3.10-3.20 Front door entrance
- Kittiwakes 3.10-3.20 Playground gate (again walk out of bootroom door to avoid going past Dolphins)

PLEASE can you make sure you are on time as we need to stick to these times, so that the system works and we can abide by social distancing.

- An adult from your child's group, will be waiting at the gate for you. Please leave your child with them and note that **no parents are allowed onsite**. Please ring us if you need to talk to us, or pass a message to the adult there.
- If younger children are upset or reluctant to leave parents at the gate, please can we ask that you give verbal encouragement as the staff will not be able to offer physical comfort or reassurance. We need children to safely come into school.

Government guidelines state:

- ❖ Only **1 adult (member of your household) can bring your child to school.**
- ❖ You should not mix families in cars, but just travel as your household.
- ❖ If possible, walk or cycle to school.
- ❖ Abide by the social distancing of 2m.
- ❖ Only come onto school grounds in an emergency and only 1 person in the school office at one time.
- ❖ Please do not walk to school together in large groups, mixing families.

Things to bring to school:

- All children are to wear uniform please.
- **ONLY bring a snack, packed lunch and the child's water bottle.** We will not be using water fountains.
- **Please do not bring book bags, reading books or pencil cases.** Equipment will be provided for your child in school, which is just for their personal use.
- **As the weather is warmer, please bring in a sun hat and apply suncream before coming in.**
- We will ask for PE kits/woodland clothes if needed by your teacher, but not to start with. This will be asked for on Class Dojo.

Please note:

- ✓ ALL children will need a packed lunch – there is to be NO cash onsite, so children cannot buy a lunch/or snack. Free School Meals and the school meals for Years R and 1, will only be packed lunches. There are to be no hot dinners. This is a Trust-wide approach.

For your piece of mind:

- Children will have breaks and lunchtimes in their 'bubble' and not mix.
- Only 2 children will use the toilet at the same time.
- Cleaners will be cleaning touch points and rooms THROUGHOUT the day, as well as after the children leave.
- There are NO clubs so children don't mix.
- There are NO assemblies in the hall so children don't mix.
- We will NOT be using the tyre park or climbing frame, so children don't mix.
- Children will be reminded to wash hands THROUGHOUT the day, especially when coming into school and before/after eating.
- Children will eat their packed lunch in their 'bubble' and not mix with other children.
- Classrooms have been rearranged to fit social distancing and small toys/equipment that they would normally share, has been removed.
- If your child has an accident/needs first aid – staff will care for your children as normal and will wear PPE equipment as we will need to get closer to children in these circumstances.

If your child is unwell with symptoms:

- We will follow the normal procedures and call you to collect your child.
- Tests can be requested (not through the school, but NHS) for all people showing symptoms.
- You will need to self-isolate, as will your family, for 14 days – as per the current Government guidelines, until test results come back or if positive.

- If any household member is unwell with symptoms and you are self-isolating, you need to inform us that your child will not be in school.

If your child is unwell anyway, not linked to Covid-19, please follow the normal procedures and inform us before 9.30am on the first day of absence.

As Mr Thrower, our CEO from The Wensum Trust has already written to you, please can I remind you that if you'd like your child to return to school after the 8<sup>th</sup> June and they are in Year R, 1 or 6, or you are a key worker – please can you e-mail me directly on [head@burnhammarket.norfolk.sch.uk](mailto:head@burnhammarket.norfolk.sch.uk) and I will have to adjust the staff accordingly for the **Monday after you have e-mailed me.**

I do hope that this letter is comprehensive in detailing all the plans within school to keep your children safe and shows you the high level of thinking and commitment we have to this. Your children are our priority and we are looking forward to seeing some of them soon.

Please note that teachers will be providing online learning too to the **children NOT in school**, so they are going to be very busy on some days. Please do message them directly with any questions, or myself, but please do use my e-mail [head@burnhammarket.norfolk.sch.uk](mailto:head@burnhammarket.norfolk.sch.uk) as this comes directly to me, not Class Dojo.

I wish you a very happy, sunny and healthy half term break next week, and we look forward to welcoming some of the children back within the first week, after the 1<sup>st</sup> June.

With kind regards and thanks for your continued support of the school,



Mrs Rachel Stroulger  
Headteacher