



President Road | Aylesbury | Buckinghamshire | HP18 0YA
Tel: 01296 326320 | e-mail: admin@greenridgeacademy.co.uk
Website: www.greenridgeacademy.co.uk | Twitter: @GreenRidgeR2

Headteacher: Mr. Aaron Wanford MA, B.Ed. (Hons), NPQH

Tuesday, 2nd June 2020

Phased Re-Opening of Green Ridge – Update #3

Dear Parents and Carers,

I would like to begin by offering a huge 'thank you' for supporting the school over recent weeks and for supporting your child with their home learning. Your patience over the last few weeks has also been appreciated as we have had a relatively short time in which to put in place the requirements of the government for the re-opening of schools.

This is a lengthy letter (probably my longest ever written yet!) but given the task presented to us in schools, it is vital that I share the information with you here before we begin welcoming children back to Green Ridge. So, please do not give up half-way through!

As you will be aware, the government has announced that so long as they are satisfied that it will be safe enough to do so, schools will reopen *from* 1st June 2020 for:

- Nursery
- Reception
- Year 1
- Year 6

Schools will also continue to operate a childcare facility for:

- Children of critical workers
- Vulnerable pupils: those with an EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place.

Further to this, you will also now be aware that **no school within the REAch2 Academy Trust will be re-opening before Monday, 8th June at the earliest**. The reason for this is to give our schools more time to prepare for re-opening and take every measure reasonably possible to keep adults and our children safe. We will only open when Trustees are assured that all arrangements are as safe as possible.

The childcare facility will only be open for children in Year Two, Three and Four (as those children in Nursery-Year One will already have the facility to attend school as above).

1 Re-opening schools: preparation and arrangements

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families.

I am therefore writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and parents/carers. These arrangements have been put into place following a full risk assessment process with the leadership team and by executives within REAch2 and are in line with guidance from the Department for Education. They will be kept under constant review and should there be any changes we will inform parents/carers at the earliest possible opportunity.

Just before half-term, class teachers called personally to speak with you and your child, and I hope this has been helpful to touch base with them and talk about any concerns or worries you have. However, if you have not yet had an opportunity to do so and you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – get in contact with your child's class teacher, and drop us an e-mail to admin@greenridgeacademy.co.uk so we can arrange a call back.

If your child has an EHC plan please contact Miss. Gardiner, our SENCo, through the school office who will support you and your child with their return to school.

2 Staggered Start: opening dates for different year groups

To ensure arrangements are as safe and secure as possible we will be operating a staggered start for different year groups each week.

Our childcare arrangement for children of parents/carers who are critical workers resumed, for children in all year groups, from today, **Tuesday, 2nd June**.

We will then start opening the school fully to all pupils in Year One on **Monday, 8th June**.

Currently, this is pending some final delivery of PPE for our staff and the completion of staff training. Should we not be able to re-open to Year One, we will inform you by the end of the week.

We will then review arrangements each week to confirm whether it is safe to open the school to additional year groups in the following weeks. This decision will be based on risk assessment, taking into account pupil numbers and available staff, so that we are sure we can operate as safely as possible. Re-opening to additional year groups will need to be approved at Trust Level. It is our hope to open to the following year groups in this order:

- Reception: - Monday, 15th June
- Nursery: - Monday, 22nd June

However, **we can only confirm this following a review of each week's arrangements**. We will be sure to contact you each week at the earliest possible opportunity to keep you informed. As with all other arrangements we will keep this approach under constant review and we will not take any action without being sure it is as safe as possible to do so.

We will also need to review spaces available for childcare of critical workers, as we anticipate that a greater number of critical workers will return to work. We ask that only if there is no other form of childcare available that you take up one of the childcare spaces. If necessary, we may ask for proof/evidence of your critical job so that we can ensure this group is for those families with no other option available. Our staff are going to be stretched, as is our space, to cope with greater numbers of children and so we do not wish to be in a position where we have to turn away children of critical workers.

3 INSET Day – Monday, 1st June

As you know, apart from Bank Holidays over the last few months, the school has remained open each day to provide childcare for those critical workers. Staff have therefore been working during the holidays to continue to run this facility. However, for us to ensure that we are fully ready for the return of pupils we closed for an INSET day on Monday, 1st June. This enabled us to provide staff training and ensure all arrangements to keep children safe are properly finalised.

The school was also due to have an INSET day on Friday, 3rd July and we were due to be closed. However, given the situation over recent months and trying to get as many children as we can safely back to school, we have taken the decision to remove this INSET day and open as normal on this day for children (currently predicted to be those children in Year One, Reception and Nursery, as well as children of critical workers).

4 School staff

There may be some new faces when your children return to school as Mr. Sam Kaye has joined us as one of our Assistant Headteachers for Key Stage One, and Miss. Dominique Broadbent joins us as a new class teacher for Year Two Plane class this term. Whilst both staff have been doing things remotely for us and coming into school where possible, Miss. Broadbent's move from Surrey has not been able to go ahead as planned over the last few months, due to the house moving restrictions which have been in place. As such, Miss. Broadbent is still living in Surrey in the short-term and is unable to stay locally as based on government guidance she is unable to stay with other family in the area. As such, Miss. Broadbent will be working some of the week, but not all, as she will also have to factor in the long commute to Surrey and back! Miss. Broadbent is keen to do this to support the children and get started with Green Ridge, but please be aware that you may not see her every day.

5 Maintaining a safe school environment

I would like to take this opportunity to inform you of the preventative measures the school has put in place to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
 - At regular intervals throughout the day
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom where possible
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus
- Providing staff training on PPE, rubbish disposal, mental health and well-being

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

6 Anyone with symptoms of COVID-19

Do not to enter the school or nursery if you or your child is displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)).

In line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school via telephone at the earliest opportunity.

7 Grouping of children with adults

The government advice for primary schools states that classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants will be allocated to lead a group, working under the direction of a teacher. Desks will be spaced as far apart as practically possible.

As a result, in Reception and Year One, staffing ratios will be no more than 1:15, typically with a class teacher and 15 pupils. It is unlikely there will be 15 pupils in each group however, because not all children in each year group have said that they will be returning to school. In readiness for when more children do return, we are planning for these groups to be capped at 15.

If necessary, an additional member of support staff will also be included to give a ratio of 2:15 if there are identified special or complex medical needs within a group. For pupils within the Nursery, ratios will likely be reduced from 1:15, potentially to 1:10 or less in-line with the requirements for Early Years ratios and staffing.

8 'Bubbles'

Schools are being urged to keep cohorts together where possible and:

- ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
- ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.

In-line with this advice, we are grouping the children into 'bubbles' within their class, so that each child is with no more than 15 pupils each day and a limited number of adults; this group will be consistent each week so that the opportunities for contact with other children is greatly reduced. For example, we are dividing Willow class into 'Bubble 1' and 'Bubble 2', with up to 15 children in each, each led by separate adults.

We are ensuring that as far as practically possible, each bubble is led by a familiar adult to the children, if it is not their class teacher – for example, a teaching assistant. I am asking our teachers and staff from Years Two, Three and Four to also teach in these bubbles for Nursery, Reception and Year One, as without them, we would not be able to welcome all the children back and make it work logistically.

We will ensure that each week we rotate the adults working with the bubble, so that the children get to see their class teacher every other week, whilst support staff remain with the same class for continuity and consistency from the previous week. This will ensure that teachers get to see their entire class over a two-week period and ensure that no child is disadvantaged depending on which bubble they are in.

We have planned on the basis that all children in Nursery, Reception and Year One will be returning (at some point) and so have put them into groups for if/when parents/carers decide to send their child back. This ensures that the children will always be within one 'bubble' and ensures that each group is generally balanced with a mix of needs. The children will be put into their bubble on the first day they return to school, as the bubbles cannot yet be confirmed whilst more parents/carers continue to inform us of their decision to return. As children enter their drop-off area, we will advise them of which bubble they need to go into and its location.

The bubbles will be as follows:

Nursery 1	Nursery 2	Nursery 3	Nursery 4
Willow 1	Willow 2		
Birch 1	Birch 2		
Elm 1	Elm 2		
Beech 1	Beech 2		
Childcare			

Attached with this letter, **Appendix A** gives an overview of where each bubble will be located (please note this will likely be different to their normal classroom).

Advice is also to limit children doing half or split days wherever possible, and so with this in mind we have re-aligned nursery groups so that children are grouped not based on age but based on the hours they attend. Therefore children within nursery bubbles 1 and 2 will typically be those children doing 30 hours (and are at school full-time), while bubbles 3 and 4 will be those children who only do part-time hours. However, within each bubble we are ensuring that there are only up to 15 children, and whilst all children within the bubble may not be attending, there are 15 who belong to that bubble, which again reduces contact for everyone. Parents/carers of children in Nursery will receive a Tapestry message on Friday, 19th June which will inform them which bubble they have been temporarily placed into.

9 Arrangements for admitting pupils

We understand that for parents/carers of children in Nursery, Reception and Year One, the decision about whether to return your child to school is a difficult one. Some parents/carers ask whether they can say 'no' now and then change their mind later in the term. For us to maintain the safety of all our children and staff, it is important that we re-admit children to school only if we have enough notice to ensure we are prepared for the number of children that will be attending.

Therefore, when the school re-opens, we will only be able to admit children from Nursery, Reception and Year One on a Monday, having received notification on the previous Wednesday that a parent/carer wishes their child to return to school. This notification period is to give us the necessary time to review all risk documentation, staff rotas, in-school organisation and health and safety requirements to safely cater for additional pupil numbers. To support with this process, below is a table indicating the dates by which we expect to receive notification from parents/carers about their child's attendance:

Notification by:	Starting Date:	For children in:
Wednesday, 3 rd June	Monday, 8 th June	Year One only
Wednesday, 10 th June	Monday, 15 th June	Reception & Year One
Wednesday, 17 th June	Monday, 22 nd June	Nursery, Reception & Year One

Wednesday, 24 th June	Monday, 29 th June	Nursery, Reception & Year One
Wednesday, 1 st July	Monday, 6 th July	Nursery, Reception & Year One
Wednesday, 8 th July	Monday, 13 th July	Nursery, Reception & Year One

We will be sending a weekly communication out with a sign-up sheet for the following week for all eligible children. This sign-up option will close on a Wednesday night of the previous week, and we will then be unable to accept children who sign up after the deadline has passed for the reasons outlined already. A link to the sign-up form for next week will be sent separate to this letter today in advance of next week.

Please do not bring your child to the school unannounced at any time, as we will unfortunately have to turn you and your child away.

10 PPE including face coverings and masks

Wearing a face covering or face mask in school is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.

Schools therefore do not require staff or children to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. PPE is only needed in a very small number of cases including:

- children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, with the use of gloves and a mask and an apron and face shield if a risk assessment deems it necessary (on a case-by-case basis);
- if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of two metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.

It is important to note that changing children who have soiled themselves, including nappy changing, is classed as intimate care and so the PPE outlined here would be used when supporting your child to change.

11 Social distancing

As the government have reminded us, we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Therefore, we are working through the hierarchy of measures set out below:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Naturally, we will be ensuring wherever we can that children are socially distanced from one another and from adults wherever possible, but there will be occasions, for our youngest children, where social distancing may not always be possible.

However, it is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Where we can keep children and young people in those small groups two metres away from each other, we will do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

12 Arrangements for the start and end of the school day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

- Start and end of day times are staggered for each bubble; this ensures that we limit the number of people congregating at entrances at any one point; we ask that parents/carers adhere to the times specified to avoid over-crowding;
- Children enter through external classroom/building doors independently where possible;
- Multiple drop-off and pick up areas are being designated around the site, so that not all children are entering through the same gates at the same time;
- A one-way system will operate for key walk-way areas, ensuring that parents/carers and children follow a set path/direction to avoid becoming too near to somebody passing on the return;
- Except for Nursery groups 3 & 4 (due to location), parents/carers will only be allowed to drop-off and collect at the specified gate/entrance and will not be allowed to come directly to the classroom door to support social distancing of staff and other children;
- If pupils in Nursery groups 3 or 4 are collected/dropped off during the school day (for example, they finish at the end of the morning session on a Friday) you will not be able to access the rear playground. In this instance, please use the Main Nursery Entrance door and a member of staff will help you;
- For pupils in Willow and Birch bubbles, we are only permitting one parent/carer to accompany one child when picking-up and dropping-off with their child when coming into the main gate and leading up to the drop-off area.
- Part of the car park will also be restricted to allow us to use the rear entrance gate for a larger number of pupils and give us a safe area for parents/carers to wait/congregate at pick-up times;
- Children will be escorted to/from pick-up and drop-off areas by staff to limit parents/carers coming into the school and support social distancing.
- Parents/carers and children will not be allowed access around the site perimeter and certain locations and walkways will be blocked off to support social distancing;
- Children will wash their hands on arrival at the setting.

For a helpful visual representation, appendices B and C give clear points of reference of where you will be required to drop and collect children, along with the direction of travel with walkways.

I need to make it clear to parents/carers that they cannot gather at entrance gates or doors or enter the building (unless they have a pre-arranged appointment, which will be conducted safely if needed). We will be encouraging social distancing as far as practically possible in and around

the school, and in particular at pick-up and drop-off times, and I ask for your help to follow the government guidelines for everybody's safety when in and around the school site.

I am also asking for your support on travelling safely to and from school, and walking or travelling sustainably wherever possible, to reduce car numbers and free-up the car park as we will have an increased number of pedestrians using it for entrance and exit at the rear of the school. There will be a reduced number of car parking spaces, and hopefully the better weather this half-term will encourage more of you to walk.

If children do bring their bicycles or scooters, they can still be left in the bike/scooter stands which are towards the rear of the building. However, due to the one-way system in operation, there will be a separate stand for bikes/scooters for Willow and Birch, and a separate one for children in Elm and Beech. These will be clearly signposted.

For children in Willow and Birch, parents/carers will need to take bikes/scooters and put these in the stands for the children, as the stand will only be accessed on the way out of the site, once children have been dropped at their drop-off location. Similarly, for pick up, bikes/scooters can be accessed on the way out.

For children in Elm and Beech, children will need to independently take their bike or scooter to the stand when they come in the rear playground gate, before going to their classroom. At the end of the day, they will collect this before being dismissed to their parent/carer.

For children within Nursery who bring bikes or scooters, these will need to be left outside each of the classroom areas where your child is attending as you will be unable to access the main scooter/bike stands. The school will also not accept any responsibility for cleaning these before they are re-used and cannot guarantee that another pupil will not come into contact with them.

If you are using public transport to get to and from school, avoid peak times where you can and ensure you have read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#).

13 Timings for the start of the day

Entrance to school accessibility gate/area	Normal classroom location to be used:	Class/year temporary users:	Entrance door to use temporarily:	Arrival time
Nursery external gate <i>(parents/carers leave children at the gate)</i>	<ul style="list-style-type: none"> Little Acorns classroom 	<ul style="list-style-type: none"> Nursery 2 	<ul style="list-style-type: none"> Acorns classroom 	8.30-8.40am
Nursery main entrance automatic door <i>(children left at the door with an adult)</i>	<ul style="list-style-type: none"> Little Berries classroom 	<ul style="list-style-type: none"> Nursery 1 	<ul style="list-style-type: none"> Nursery main entrance door 	8.30-8.40am
Rear car park gate <i>(children left at the gate, except for nursery children)</i>	<ul style="list-style-type: none"> Rowan classroom Ash classroom Oak classroom Plane classroom Cedar classroom Alder classroom 	<ul style="list-style-type: none"> Nursery 3 Nursery 4 Elm 2 Elm 1 Beech 1 Beech 2 	<ul style="list-style-type: none"> Rowan class Ash class KS1 toilet door KS1 toilet door KS1 toilet door KS1 toilet door 	8.30-8.40am 8.30-8.40am 8.40-8.50am 8.40-8.50am 8.50-9.00am 8.50-9.00am

Entrance to school accessibility gate/area	Normal classroom location to be used:	Class/year temporary users:	Entrance door to use temporarily:	Arrival time
Main entrance gate and then picket gate by Elm classroom <i>(parents/carers leave children at the picket gate)</i>	<ul style="list-style-type: none"> Willow classroom Birch classroom 	<ul style="list-style-type: none"> Willow 1 Willow 2 	<ul style="list-style-type: none"> Willow class Birch class 	<ul style="list-style-type: none"> 8.30-8.40am 8.30-8.40am
Main entrance gate and then fire exit end of KS1 corridor <i>(parents/carers leave children at the fire exit door)</i>	<ul style="list-style-type: none"> Beech classroom Elm classroom 	<ul style="list-style-type: none"> Birch 1 Birch 2 	<ul style="list-style-type: none"> Beech class Elm class 	<ul style="list-style-type: none"> 8.50-9.00am 8.50-9.00am
Y5/Y6 entrance gate <i>(parents/carers leave children at the fire exit door by Y5/Y6)</i>	<ul style="list-style-type: none"> Critical worker Childcare provision room 	<ul style="list-style-type: none"> Mix Y2-Y4 	<ul style="list-style-type: none"> Sycamore class 	<ul style="list-style-type: none"> 8.50-9.00am

We strongly urge parents/carers to ensure their children arrive within the allocated time for everybody's safety. You will likely be asked to wait if you miss your entrance slot, to avoid overcrowding at any point around the building.

For pupils who arrive late after the gates have closed, parents/carers and children will have to come to the front of the school by the main reception and ring the buzzer as normal. However, we need to avoid staff and pupils using the front door and staff and pupils being exposed to multiple others who are outside of their daily bubble.

14 Timings for the end of the day

Children will be dismissed promptly from the following locations in their bubbles and at the times specified. As with drop-off, we ask for your timely support to ensure that children are collected promptly and that you do not arrive unnecessarily earlier and congregate in and around the school site.

Normal classroom location to be used:	Class/year temporary users:	Exit door to use temporarily:	Dismissal location:	Dismissal time
<ul style="list-style-type: none"> Little Acorns classroom 	<ul style="list-style-type: none"> Nursery 2 	<ul style="list-style-type: none"> Acorns classroom 	Nursery external gate (parents wait outside the gate)	11.30am or 3.00pm
<ul style="list-style-type: none"> Little Berries classroom 	<ul style="list-style-type: none"> Nursery 1 	<ul style="list-style-type: none"> Nursery main entrance door 	Nursery main entrance door	11.30am or 3.00pm

Normal classroom location to be used:	Class/year temporary users:	Exit door to use temporarily:	Dismissal location:	Dismissal time
• Rowan classroom	• Nursery 3	• Rowan class	• Rowan class door	11.30am or 3.00pm
• Ash classroom	• Nursery 4	• Ash class	• Ash class door	11.30am or 3.00pm
• Oak classroom	• Elm 2	• Oak class	• Rear car park gate	3.15-3.25pm
• Plane classroom	• Elm 1	• Plane class		3.15-3.25pm
• Cedar classroom	• Beech 1	• Cedar class		3.25-3.35pm
• Alder classroom	• Beech 2	• Alder class		3.25-3.35pm
• Willow classroom	• Willow 1	• Willow class	• Picket gate by Elm class room	• 3.00-3.10pm
• Birch classroom	• Willow 2	• Birch class		
• Beech classroom	• Birch 1	• Beech class	• KS1 fire exit door	• 3.25-3.35pm
• Elm classroom	• Birch 2	• Elm class		
• Critical worker Childcare provision room	• Mix Y2-Y4	• Sycamore class	• Y5/Y6 fire exit door	• 3.15-3.25pm

15 Arrangements for break times and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times:

- All breaks and outdoor activity times will be conducted in 'bubbles'; as a result, children will only be mixing with the children in their bubble and with the set staff. Break times may therefore be staggered so that all pupils can use the outdoors areas safely and limit the numbers of pupils outside at any one point.
- For Reception and Year One, lunchtime will continue to last one hour but we will be staggering when the children go in and out of the lunch hall, as well as the times they play in their bubbles. Staff who are working with the children in their bubble will typically supervise them at lunchtime as well, to limit mixing of adults and children.
- In general, outdoor equipment will not be used or minimal contact/sharing with cleaning more regularly undertaken.
- As per the government guidelines we have considered that areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.

Appendix D will give you an indication of our playground zoning for where children will play at lunchtime, as well as Year One for their mid-morning break. For children within the Early Years, they will co-ordinate the use of the Early Years outdoor space between themselves during the day, so that only one group uses the area at a time, and that resources are limited to reduce contact surfaces.

Year group/class:	Outside (playtime)	Location
Year One	10.45-11.00am	Elm group 1: Outside Y2 classrooms Elm group 2: MUGA Beech group 1: KS2 play area Beech group 2: Central rear playground (amphitheatre)
Childcare provision	10.45-11.00am	Y5/Y6 playground area

- We have been asked to use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.
- If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.
- Outdoor equipment will not be used.
- Children will clean their hands beforehand and enter in the groups they are already in, groups will be kept apart as much as possible and tables will be cleaned between each group.
- Children will be called in one group at a time to minimise the numbers of children crowding in any one place at any time.
- When in the lunch hall children will sit with their group that they have been with for the day and allocated tables will be given.
- Herts Catering will resume their food servery each day, continuing to use the Winter/Spring menu we had before the closure. The week commencing Monday, 8th June will be 'week three' on the menu options, with the three-week meal rota continuing in subsequent weeks.
- Pupils can only sit within their bubbles and will be socially distanced at tables. This means that children will not be able to sit next to one another, but children can sit on the same table, socially distanced.

Year group/class :	Location for eating	In hall (eating)	Outside (playtime)	Outside play Location
Nursery	Classrooms	11.45am-12.15pm	N/A	N/A
Reception	Large dining room area	11.45am-12.30pm	12.30-1.00pm	Willow group 1: Outside Y2 classrooms Willow group 2: MUGA Birch group 1: KS2 play area Birch group 2: Central rear playground (amphitheatre)
Year One	Small dining room area	12.30-1.00pm	12.00-12.30pm	Elm group 1: Outside Y2 classrooms Elm group 2: MUGA Beech group 1: KS2 play area Beech group 2: Central rear playground (amphitheatre)
Childcare provision	Large dining room	12.30-12.45pm	12.45-1.15pm	Y5/Y6 playground by bins

16 The school day and timetable

The priorities for our pupils at this time are resocialisation into new style school routines, speaking and listening, and regaining momentum in particular with early reading.

Each child's needs will vary and needs are likely to be greatest where children have not been able to access remote education consistently. We want to ensure that children who have had limited opportunities for exercise are encouraged to exert themselves physically, making use of supervised non-touch running games within their bubble.

For younger children, the resources made available for child-initiated learning will be carefully considered. For example, malleable resources, such as play dough, cannot be shared and consideration will be given to their safe use, depending on circumstances.

Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and where possible, children will be discouraged from sharing these.

Children will be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large movable toys. Children will be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resetttle into familiar everyday classroom routines.

As far as possible, children will benefit from a broad range of educational opportunities but will also provide us with the flexibility to give additional focus to fundamental areas where support is required following time spent out of school, such as reading, writing and maths.

For Year One children if they have forgotten aspects already covered from their phonics lessons, then we will reteach and practise this material, using appropriately matched reading books to practise reading. Typically, for pupils in Year One there will be a daily phonics lesson, an English and Maths lesson, followed by other theme/topic lessons, alongside PE, where this is possible and safe to do so. For the first few weeks, timetables might be less-rigid as we re-introduce the children to the school routines and new expectations.

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- There will be no whole-school or group assemblies each day; assemblies will either be live-streamed to each class by the person leading the assembly or held together as a small group within each bubble for children in Year One.
- Any PE sessions will be restricted due to limited equipment that is available to use. Activities like gymnastics and fielding/batting sports will not be able to be conducted due to the sharing of resources and equipment, and so more focus will be on general keep-fit activities and movement.

17 Wrap Around Care

Until further notice, we will not be offering Nursery wrap around care, in order to preserve staffing for the core parts of the day. Busy Living will also not be operating for children in Reception or Year One before or after school as this increases contact with additional adults, which is unnecessary. Therefore, the school day will run without any wrap-around care in place. We appreciate that this may be inconvenient for some parents/carers with their commitments, but the safety of our children and staff is paramount.

18 School events

Please note the following events have been **cancelled** this summer term. We will inform you if anything is re-scheduled or done in a different format:

- PTA Summer Fair – Saturday, 13th June
- Dads/Grandads/Uncles in school to celebrate Father's Day – Friday, 19th June
- Thank you evening for PTA, Governors and Volunteers – Tuesday, 30th June
- SEND parent/carer coffee afternoon – Thursday, 2nd July
- Sports Day – Friday, 17th July

19 School Trips

There will be no school trips taking place for the foreseeable future. This will be reviewed as the situation changes. Any monies owed or refunded to you will be communicated separately, or details of the trip being re-scheduled if available.

20 Children needing to leave the classroom at any point during the day

If a child needs to leave the classroom at any point during the day, then teachers should use their professional judgement to determine if the child can do so independently (such as to the toilet or the office). There may be a risk they come into contact with another pupil or group of pupils unexpectedly when moving around unaccompanied. Where trips are non-urgent and not necessary for a child to do (such as delivering a note to the office, these should wait so that an adult can do so at an appropriate point during the day).

General classroom considerations

- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding) and to limit use of door handles and aid ventilation.
- Limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff.
- Seek to prevent the sharing of stationery and other equipment where possible.
- Shared materials and surfaces should be cleaned and disinfected more frequently.

21 Water bottles/drinks

We encourage all children to bring water bottles into school each day so that they can keep themselves hydrated throughout the day, without having to disrupt their learning and use the water fountains located outside of classrooms. Water bottles are also far more hygienic, limiting the contact of a shared surface between large numbers of children. Whilst we encourage all children to bring a water bottle each day, there is still a number of children who do not bring one and rely on the water fountain or use of one of our own plastic cups.

Due to the increased risk of using shared water fountains and plastic cups, we are insisting that all children bring a water bottle in each day, which can be re-filled as necessary, and is taken home each day to be washed and cleaned before returning the next day. Should children come to school without a bottle, we will ask you to provide one for the next day and in the interim, ask your child to use a disposable cup. Obviously, this is an expensive and resource-heavy option, and so I would urge you to ensure your child has a named water bottle with them each day that they can take home and clean.

Water fountains have been disconnected and have been taped up to prevent children from using them.

22 Pens, pencils and equipment

The current government advice is to:

- Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff.
- Prevent the sharing of stationery and other equipment where possible.
- Clean and disinfect more frequently shared materials and surfaces.

Children should carry their water bottle with them and, if applicable, their lunch box, but have nothing else in hand. This is to avoid cross contamination between school and home. Children do not need to bring in their own stationery as the school will provide this for each child.

For children in the Nursery and Reception, the requirement of having their own personal stationery is problematic, as the children at this age would find it difficult to not share and keep their own personal stationery secure whilst playing. As a result, we are limiting all shared resources in Nursery and Reception to limit any potential spread of the virus and contact; resources will only be used within each 'bubble' and will be cleaned regularly each day because of the shared use.

We do need to stress that within the Early Years much of the ordinary equipment and resources the children may use daily will not be available temporarily. Things like jigsaw puzzles, cushions, vehicles etc. can all be very difficult to clean regularly and provide harbour for contact surfaces; as a result, equipment and resources is going to be reduced and stored giving a limited but much more practical number of resources which children can share which can be cleaned more easily and frequently.

23 School Dinners

School dinners will once again re-start for pupils who are at Green Ridge and will be provided free for all children in Reception and Year One, with the option of paid meals for children in childcare provision who are not eligible for FSM. Parents/carers will be able to send their child with a packed lunch if they wish.

Cutlery and cups will be placed for children, to avoid them picking them up out of trays and increasing contact and spread of any potential virus.

24 Home Learning

As more and more children return to school, staff will have limited capacity to respond to parents/carer e-mails and communication as there have been over recent weeks, as their time is spent delivering education within school daily. We continue to encourage those parents/carers who are not sending their child to school to access the BBC Bitesize resources, Oak Academy and White Rose resources, along with Twinkl, to supplement activities provided by the school.

From next week, for pupils in Year Two, Three and Four, home learning will continue to be set (regardless of whether your child is in school or not) as it has been over the last term with YouTube challenges being sent out on a Monday and Thursday. Mr. Wanford and the leadership team will continue to provide an assembly on a Monday each week which all pupils can access. Staff in these year groups will endeavour to respond to your e-mails and comments when possible, but this might be only once a week, when they have release time from their teaching bubble to do so. As a reminder, our Year Two, Three and Four will still be teaching bubbles of children in Reception and Year One, and so will be doing this alongside managing the remote learning.

From next week, pupils in Year One who are not attending school will only receive one home learning video on You Tube on a Monday only, in addition to the weekly assembly. This is because the Year One staff will be prioritising the teaching of those pupils who are in school and organising resources for them each day.

When pupils in Nursery and Reception return to school, those pupils not attending school will receive a Tapestry update each Monday with activities and resources for the week. Again, this is because the Nursery and Reception staff will be prioritising the teaching of those pupils who are in school and organising their resources.

25 Office

We will continue to operate a policy where visitors, parents/carers and other external parties are not permitted onto the premises. The front door will continue to be electronically controlled and visitors can use the intercom to contact the office if necessary. Parents/carers and visitors can still contact the school via telephone and e-mail each day between 8.15am and 4.00pm.

26 Volunteers/Reading books

Due to increased restrictions of numbers of adults we are allowed to come into contact with in school, we will be unable to use the support of any volunteers until further notice. Typically, this would affect the changing of reading books; however, we will be unable to change reading books or give out new books in the short-term because doing so would create further cross-contact with pupils and families.

As such, all children should be encouraged to return their reading books when they return to school and the class teacher will store these books separately in isolation, for a minimum period of 72 hours. Following this time, they can be checked off by a member of staff, and then re-stored in the book boxes. Teachers should encourage and chase up all outstanding books. New reading books will not be given out until further notice.

I appreciate that this will be frustrating for you and you will want books to read with your child, however the safety for everyone is of importance here. To bridge the gap, reading will be a priority when the children are in school each day, with teachers reading with each child utilising technology such as visualisers so that social distancing can be adhered to and the limited contact with books and surfaces.

Reading book corners/areas are not to be used in the next half-term, until further notice. This includes the main library. These areas of the classroom should be closed off, and children advised not to go into the area, touch the books or come into contact with the furniture.

27 Uniform

Children returning in Nursery, Reception and Year One will be expected, as far as practically possible, to wear their typical school uniform. Government advice suggests that there is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. We do of course understand that there may be pupils that have grown out of parts of their uniform since March and due to the current situation, are unable to go and buy or replace items. Where this is the case, we just ask parents/carers to substitute the required garment as best they can until they can purchase it safely again.

28 Behaviour Policy

We have amended the behaviour policy based on guidance from the DfE and Reach2. Whilst the policy remains very similar to how it was beforehand, there are some changes that pupils and parents/carers should be aware of.

As mentioned in Section 11, we will be endeavouring to minimise physical contact and encouraging social distancing where appropriate. For that reason, 'keep a sensible distance from others' has been added to the whole school behaviour charter. As the pupils return, we will spend time discussing with them what a 'sensible distance' means and the actions that they can take to achieve this.

We recognise that younger pupils may not fully grasp these expectations, particularly at the beginning and accidental lapses in social distancing are likely to occur. When they do occur, staff will remind the pupils of these expectations and the pupils will be expected to change their behaviour accordingly.

We expect pupils to make every effort to follow these expectations. However, where pupils deliberately and repeatedly ignore the expectations for social distancing, they will be sanctioned in the following ways:

- First instance of deliberately ignoring social distancing measures – Level One warning.
- Repeated instances of deliberately ignoring social distancing measures – Level Two warning (or continue to move up levels if already on Level Two).

- Breaching social distancing with intent to threaten or intimidate other pupils (e.g. pushing a child and saying 'you've got coronavirus') – Level Five (a period of break/lunch to be missed).

To avoid mixing between groups, the use of Level Four (time out in another class) will be suspended until further notice.

To avoid further close contact between pupils and staff, the use of learning dot stickers to recognise positive learning behaviours will temporarily stop. However, teachers and support staff will still endeavour to recognise these behaviours and verbally praise children where appropriate.

For pupils who have a Positive Handling Plan (where physical contact may be used to keep a child safe), staff will endeavour to only use physical contact as a last resort or in an emergency. Other strategies from their plans will be used first.

29 Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

- Bubbles will have smaller pupil numbers, allowing each of the adults within each bubble to ensure they spend time checking-in with each child each day, seeing how they are feeling, whether they have any worries and seeing how they can best support;
- Bubbles using child-friendly resources to talk about coronavirus and what it means for them in their lives, [such as this book](#) by Elizabeth Jenner, Kate Wilson & Nia Roberts;
- Mrs. Cavanagh, our Pastoral and Welfare Support Lead will be available for pupils each day, supporting those who require checking-in with, or some additional support to cope with a family situation/crisis, such as support for pupils who have experienced bereavement and loss.

Parents/carers may wish to seek support for themselves from the following support agencies:

- Using [resources from Buckinghamshire Council](#) which signposts to a wealth of information to support children and their mental health and bereavement, as well as adults
- Samaritans – call for free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at https://england.shelter.org.uk/get_help/webchat

I hope that these arrangements provide you with the information you need to support your child to return to school.

If you do have any questions after reading this, please do e-mail admin@greenridgeacademy.co.uk and I will ask one of the team to come back to you within two working days, as is our standard protocol. With this letter I also attach a Frequently Asked Questions (FAQ) guide which is a handy reference point for many questions.

Yours faithfully,



Mr. Aaron Wanford

Headteacher

Appendices attached with this letter:

- A Temporary site plan (internal organisation)
- B Temporary site plan (external organisation) – drop-off and collection points
- C Temporary site plan (external organisation) – pedestrian walk-ways
- D Temporary site plan (external organisation) – pupil play areas
- E Temporary site plan (internal and external) – internal direction of travel, Year One toilets and Nursery 3 and 4 pick-up and drop-off areas
- F FAQs