



Scotch Orchard Primary School  
Scotch Orchard  
Lichfield  
Staffordshire  
WS13 6DE

Telephone: 01543 227400  
E-mail: [office@scotchorchard.staffs.sch.uk](mailto:office@scotchorchard.staffs.sch.uk)

Headteacher Mrs. J. Bishop

Wednesday 15<sup>th</sup> July 2020

Dear Parents and Carers

### ANTICIPATED RETURN TO SCHOOL IN SEPTEMBER 2020

I hope this correspondence finds you and your family well. I know many of you will have welcomed the announcement by the Government that all children will return to school in September. This is good news indeed, as we really do look forward to welcoming all of our children back to school. Currently, we are anticipating that children in Year 1 through to Year 6 will return to school on Wednesday 2nd September and we look forward to welcoming our new Nursery and Reception children in phases from the first week of term.

Our priority across the ATLP and at Scotch Orchard remains the safety and wellbeing of our children, our staff and, of course, all of you in our wider community. As such, when we re-open, we will be implementing the guidance set out by the government to continue to mitigate against risk.

#### PUBLIC HEALTH MEASURES TO MINIMISE RISK

In order to re-open to all year groups in the safest way, the government and Public Health England have set out a series of measures we should implement. These measures basically fall into one of two categories; limiting contact between pupils and implementing hygiene measures.

The essential measures we will be implementing include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

At Scotch Orchard we are planning on reducing contacts in the following ways:

- grouping children together in phase group bubbles
- avoiding contact between different bubbles



- arranging Year 1 – Year 6 classrooms with forward facing desks
- asking staff to maintain distance from pupils not in their bubble and other staff in school as much as possible

### YEAR GROUPS TEAMS AND BUBBLES

As you will know, the Government have acknowledged that unlike older children and adults, early years and primary age children cannot be expected to socially distance and therefore primary schools have been asked to reduce contact between children. We are proposing that our phase group bubbles start school and finish school at different times. This is to limit congestion at the start and end of the day and to support social/physical distancing requirements. We are also proposing that children will have staggered playtimes and staggered lunchtime too. Please see below details of the proposed start and finish times for each of the phase group bubbles.

Bubble	Year Group	Entrance	Arrival	Dismissal
<b>EYFS Bubble</b>	Nursery	Main Office	9.10 am (initially)	Morning only 12.00 pm Full day 3.00 pm
	Reception	Main Office	9.00 am	3.00 pm
<b>Key Stage 1 Bubble</b>	Year 1	Main Office	8.30 am	2.50 pm
	Year 2	Field	8.30 am	2.50 pm
<b>Key Stage 2 Bubble 1</b>	Year 3	Field	8.50 am	3.10 pm
	Year 4	Main Office	8.50 am	3.10 pm
<b>Key Stage 2 Bubble 2</b>	Year 5	Main Office	8.40 am	3.20 pm
	Year 6	Field	8.40 am	3.20 pm

We kindly ask that when your child returns to school in September, one adult promptly drops them off at their designated entrance, ensuring that social distancing is adhered to.

There will be two designated pathways into school which will both be divided into 2m sections. One will lead from the pedestrian gate to the main office entrance with a one-way exit via the driveway. The other will lead from the vehicle entrance, down the school driveway and directly to the field gate. Again, a one-way exit via the driveway will be introduced. PLEASE KEEP TO THE LEFT ON THE SCHOOL DRIVEWAY AT ALL TIMES. Cones, barriers and signs will separate the walkways, indicate the direction of travel and serve as social distancing reminders.

Under no circumstances are adults to enter the school building at this time – this is for the safety and protection of everyone. Brief messages can be relayed to duty staff but anything more must be done by phoning the school office or emailing once you leave the site. We also ask that you please refrain from gathering at the entrance gates or on the pathway in the immediate vicinity of the school.

If you have children in multiple bubbles, you are welcome to drop all children off at the earliest arrival time and collect at the latest collection time.

Please note the following:

- Children will remain in their bubbles for the entire school day including play and lunch times
- Pupils should not bring personal belongings into school i.e. toys, rucksacks, pencil cases.
- Please arrive at school at your designated collection time and queue along the marked pathways, again maintaining social distance from others. Once you reach the front of the queue, a member of the team will radio through and your child will be released to you.

## **CURRICULUM PROVISION**

As we return to school in September 2020 many of our children will have been out of school for a little over 5 months. As such our curriculum will need to be responsive and precisely focused to address gaps in learning. Our curriculum delivery will be underpinned by three core principles:

- Strong, purposeful teaching that maximises learning time;
- Well-planned, targeted schemes of work supported by excellent assessment for learning;
- Powerful welfare and pastoral systems (daily Personal Development and Well-being teaching)

We remain committed to ensuring our children flourish socially, emotionally and academically through well-taught, progressive curriculum content. We understand that children make good progress across the curriculum and in individual subject disciplines when we build on what they already know and what they can already do. As we recover from the prolonged absence we will prioritise learning in the following subjects

- English (communication, speaking and listening, phonics, reading, comprehending writing including handwriting).
- Maths (arithmetic, reasoning and problem solving).
- Science
- Personal Development and Well-Being.
- Physical Education

Other curriculum areas, where possible, will be taught through the subjects identified above.

## **LUNCHTIMES**

Our school kitchen will reopen from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. Our school kitchen will comply with the guidance for food businesses on coronavirus (COVID-19).

During the first half term we are anticipating reintroducing hot meals. Lunchtimes will be staggered for each bubble in order to avoid children mixing together. Children in Reception and KS1 will eat their meals in the hall and dining room, maintaining social distancing where possible. Children in KS2 will be able to eat their lunch in classrooms. We will introduce an ordering system for school lunches. Food will be served in a 'take-away/grab-style bag'. Each bubble will have a designated outdoor space for social distance playtime.

There will be no mid-morning fruit available so children will need to **bring their own water and fruit snacks** to school with them.

## **VISITORS TO SCHOOL**

On our return to school in September, we will ensure that appropriate support is made available for pupils with SEND which will mean welcoming external professionals into schools on some occasions. However, visitors will only be permitted to Scotch Orchard on an appointment basis.

All visitors will then report to the main entrance where the usual safeguarding procedures will be carried out. We will be limiting visitors to school to those only absolutely necessary. Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time.

### **EXTRA-CURRICULAR PROVISION INCLUDING BREAKFAST AND AFTER-SCHOOL CLUBS**

In order to enact the protected measures outlined by the government to limit contacts and maximise distancing we have taken the decision that there will be no extra-curricular clubs at the end of the school day during the Autumn term. School-run breakfast club and afterschool 'Beacon Badgers' club will re-open. Both will be based in the school dining room.

Our intention is to create one 'before-school' and one 'after-school' bubble.

Breakfast Club Bubble: a maximum of 30 places are available but these sessions must be booked via an online booking form which will be circulated in advance. Spaces will be allocated on a first come – first served basis. I appreciate this is not ideal and I will, of course, review this provision in light of any new guidance published.

After-school Bubble: further information available from our external provider, (which is run by Humpty Dumpty Day Nurseries). Please contact them direct for further information. <https://www.humpties.co.uk/our-nurseries-schools/out-of-school-clubs/#lichfield>

### **ATTENDANCE**

When children return to school in September we kindly ask that they return wearing their school uniform. The usual rules on school attendance will apply including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- parents' duty to inform school on the first day of absence the reason for the absence; this is all the more important in the current climate;
- schools' responsibilities to record attendance and follow up absence

We would ask that you do not send your child to school if they become poorly especially if they or a member of their household has symptoms of the coronavirus. We also ask that you limit the amount of equipment your child brings into school each day to essentials, such as lunch boxes, sunhats, coats, books and stationery.

Please be assured that our number one priority remains the children's well-being. We appreciate that the coronavirus outbreak may have caused significant wellbeing difficulties for some children and we want to be able to support them on their return to school. Their assigned teaching staff are committed to doing this. If your child is worrying about coming back to school, you could;

- talk to your child in a positive way about school, seeing friends and teachers again.
- help them to understand how social distancing works and make sure they can wash their hands properly themselves.
- let them know that school may seem a bit different, but their teachers are doing everything to make sure that it is safe.

I will be contacting you in August to advise of any amendments or changes to this draft plan. In the meantime, however, I send you all my very warmest best wishes for a wonderful and restful summer break.

I would like to thank you for your cooperation and support of the school during this challenging time. If you are unsure about anything and have further queries, please contact the school office [office@scotchorchard.staffs.sch.uk](mailto:office@scotchorchard.staffs.sch.uk) . You can find copies of all of our documentation on our school website:

<https://scotchorchard-staffs.secure-dbprimary.com/staffs/primary/scotchorchard/site/pages/returningtoschool>

Yours faithfully

A handwritten signature in black ink that reads "J Bishop". The signature is written in a cursive, slightly slanted style.

Mrs J Bishop  
Headteacher