



Nene Way  
St. Ives, Cambs.  
PE27 3WF  
Phone: 01480 466919  
Fax: 01480 498248  
[www.wheatfields.cambs.sch.uk](http://www.wheatfields.cambs.sch.uk)



Mrs Theresa Thornton  
Headteacher  
Mrs Emma Verney-Davies  
Deputy Headteacher  
Mrs Gemma Edwards  
Assistant Headteacher

Dear Parent / Carer,

Friday 17<sup>th</sup> July 2020

As per the email from Mrs Thornton this morning, we have made the required changes to our timetables to adhere to the DfE requirements for times as 'normal' to our previous hours as possible, whilst enabling bubbles to arrive and leave separately. These new times are below, alongside the information that was sent out to you previously on how we are making our School as safe as possible. We can only apologise for these late amendments. Please make note of these new times so that you can make arrangements for your child.

We are very excited to welcome your child back into school, but we believe it is important to say that School will look and operate differently in the new academic year to protect our whole community whilst the COVID pandemic is still present.

The guidance dictates that we are able to re-open with adjustments to the way we work, including increased bubble sizes and staggered start and end times to facilitate a School environment as safe as we can make it. We have a number of routines and processes in place to mitigate the risk factors, but this only works when our whole community works together to uphold the strategies that we have in place which, so far, have been successful.

Detailed below is a lot of key information you will need in planning getting your child to and from school. Please read carefully and note the information which is relevant to you.

#### **Your child's bubble details & arrivals / departures:**

At Wheatfields, we are working in bubble sizes of whole year groups. This supports our open plan environment and distribution of space in school so that the children can partake in year group activities as they usually would. The grid below details your child's bubble and class teachers, entry and exit times and the route that **must** be used when attending school.

Class	Teacher	Entry & Exit Times	Entry & Exit Routes	Play & Lunch
<b><u>Year 3</u></b>				
Class 7	Mrs Probert	am 08.40-08.50	Wheatfields Pedestrian Gate & KS1 entrance	<b>Play: 10.30-10.45</b> 1/2 netball court / KC
Class 8	Miss Parkinson	pm 15.00-15.10		<b>Lunch: 12.15-13.15</b> 12:15 Outside KS2 1/2 netball court / KC 12.45 Lunch in KS2 Dining Hall





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As you can imagine, getting the whole school onto site in separate bubbles is a logistical challenge:

- Your child must only arrive during the 10 minute slot given and go straight into class;
- We will not be lining up at the start of the day and parents will be unable to speak with teachers at this point – please email or call the office with any enquiries and a message will be passed on;
- Parents in EYFS to Year 3 must accompany their children to and from school and leave the site immediately after doing so unless they have a sibling to drop off. Parents of children in Years 4, 5 & 6 do not need to accompany their children, but must be confident that they will go straight to school during their allotted time and not mingle with other bubbles;
- Where siblings have different start and end times, they will have to enter and exit the school separately and possibly through different entrances – there will be marked areas for you to wait safely. If you need to do this, you must stay socially distanced from others and your children must remain with you at all times;
- There will be staff present at various points around the school to ensure children get to their correct classes and that there is no loitering outside.

#### What your child will need:

- Your child will need to wear school uniform as usual, and on PE days your child is to come into school wearing their PE kit. This is to prevent the need for multiple items coming in and out of school, and also changing, and therefore contact between adults and children who require support;
- A named coat or sunhat, a water bottle and a **small** book bag, big enough to store a book and reading record. If your child is having a packed lunch they will need to bring this with them. These items will only be handled by your child;
- School will provide each child with their own pen, pencil and ruler. All other equipment will be provided and remain within the bubble in line with the guidance. Your child will not need a pencil case.
- A healthy snack for break time if they are in Years 3-6. Tuck shop will not be operating in September.
- Please do NOT send in letters / work from home / toys or any other belongings. Homework will be set using our usual online platforms to begin with.

#### How we are minimising the risk:

We have taken every precaution to manage the risk in school but we cannot guarantee that the school is risk free. We will be publishing our Risk Management Plan on the School website, but here are some of the measures we have put in place:

- Children will remain in their bubble throughout the day, including at play times and lunch times, as detailed in the grid above;
- Adults will remain with their year group bubble and will not mix with other bubbles where possible. Where this may not be possible is when supporting pupils with individual needs, in the case of first aid where children may need to see a qualified first aider from outside of the bubble, and in PPA where LSAs and Specialist Teachers will travel between bubbles to facilitate statutory non-contact time for class teachers.





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- In this case, all usual hygiene precautions will be taken and vigilant care taken on handwashing and adequate social distancing requirements to minimise risk of transmission between bubbles;
- Your child will be expected to wash their hands on arrival into the classroom and we will do this periodically throughout the day;
- Sanitiser stations are set up at entrances/exits to classrooms and key points around the school for use;
- Touch points such as door handles, tables etc. will be wiped down at regular intervals;
- Reading books will be sent home but, on return, will need to be separated and 'quarantined' for a period of at least 72hrs.

### **Our Expectations:**

- Staff will follow social distancing in school as much as possible;
- We will clean all areas no less than once at the end of each day, and periodically in areas throughout the day, with enhanced cleaning on a Friday;
- Parents waiting with siblings will do so at a social distance and ensure the child remains with them at all times;
- Parents will only use the external gates and entrances during the times detailed above;
- Social distancing guidelines and directions of travel will be signposted and marked out on school grounds – we expect that parents will follow these;
- Parents must respect the space of others and allow them to drop off and pick up their children safely;
- If you are using public transport to get to school, please ensure you are following the Government guidance on face coverings and support your child with removal once at the school gates. We will not be wearing face coverings in school;
- Parents and Carers using childminders to drop off and collect their children need to be mindful of the Government guidance available online around using more than one provision for their children;
- We have the right to refuse entry to any family not following social distancing guidelines outside of school or that we feel is unwell with potential COVID-19 symptoms – they will be expected to be tested and share the results of this with the school so that our procedures can be followed;
- All families will need to adhere to our COVID specific Home School Agreement, which will be shared at the start of term.

### **Preparing your Child for School:**

We know that you will want to support your child in preparing for their return to school in what will be a different environment. With this in mind, you may want to use the holidays to talk to your child about what school will look like, the teachers they will be with and the room they will be in, using the transition information sent by your class teacher and the videos on the school website. If your child has been taking advantage of a later get-up, perhaps use a couple of days before the return to school to get back into the routine of getting up at an earlier time and having breakfast, ready for the learning ahead.





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### **Communicating with School:**

School Reception will be open **only** for urgent enquiries and social distancing measures including sanitiser stations and clear 2m distance markings will be in place. We would ask all parents to email or phone the school office for non-urgent enquiries or to give information about your child for that day. Please **do not** email your child's class teacher as they will not be expected to check their emails while they are teaching.

We hold all information under constant review and will amend policies and procedures where necessary to adhere to the Government guidelines, ensuring that the safety of staff and pupils remains our number one priority. Should there be any further updates over the summer period, including the review for Schools on 11<sup>th</sup> August, we will let you know how this affects us at the earliest point possible.

I would like to thank you for your continued support, and we look forward to welcoming all the children back in September for the start of the new academic year. Have a safe and restful summer break.

Yours Sincerely,

Mrs T Thornton  
Headteacher

