



**Sutton in Craven C.E (V.C) Primary School**  
**Headteacher: Mrs O Gibbons**

**Main Street, Sutton in Craven, Keighley, BD20 7JS**  
**Tel: 01535 632181 Email: [admin@sutton-in-cravencofe.n-yorks.sch.uk](mailto:admin@sutton-in-cravencofe.n-yorks.sch.uk)**

Tuesday 19th May 2020

Dear Parent/Carers,

**RE: Re-opening of schools to more children in June**

I hope you and your families are all keeping well during these very difficult times, our hearts are always with you. Following the Government's announcement for schools to reopen to children in Reception, Year 1 and Year 6, possibly from June 1 2020, we have been working very hard this week and last week on planning how we can do this as safely as possible.

We would like to emphasise that we will do this slowly, in phases and as safely as possible. We are still awaiting advice from Central Government, the Local Authority and Public Health England. Until then we are unable to implement our plan and so we cannot confirm any dates with you at this point. We will send out more detailed, specific information as soon as we can.

We completely understand the disruption caused to the working lives and livelihoods of you, our families, with schools closed during this crisis and also the effect on mental health and well-being of children, parents/carers, staff and governors. At Sutton CE we have continued to operate for children of key workers and as a Local Authority Hub and aim to support our families and children as best we can. Staff and Governors would like nothing better than our school life to return to normal but as this is not yet possible, we have explored many different ways to operate safely.

Following an extensive Governing Body meeting last night our re-opening plan was discussed, agreed and finalised and I would like to share what our phased re-opening will look like. I would like to emphasise again that the safety of all those involved were paramount in all decisions made and agreed.

**In order to open safely for EYFS, Y1 and Y6 as well as continue the provision for our key worker children, we require;**

- Sufficient staff – fit and well and to be able to run small groups
- Sufficient space – to be able to accommodate the children in small groups
- Sufficient cleaning products – to enhance hygiene e.g. liquid soap, surface spray etc
- The R value to be below 1 and the Government's other criteria met



As far as possible, the arrangements outlined below will remain in place for the rest of the term so that there is consistency and sustainable for families and staff. However, there are no guarantees about any plans made at the current time; we will continue to act on the advice of the government and inform you of any changes in a timely fashion. All of the plans we have made are designed to provide the safest environment we can for your child/children on their return to school.

### **Key Worker Child Care**

After half term, we will continue to provide full time childcare for key workers (remaining open for 5 full days each week) It is anticipated that we will need at least two classrooms to accommodate the increase in the number of children requiring this child care from 1st of June. This restricts space in the rest of school for EYFS, Year 1 and Year 6 and is a factor in our planning for the re-opening of school. If you are a key worker and your child/ children are in EYFS or Year 1, I will contact you separately to discuss childcare arrangements moving forward.

### **Small Groups (Bubbles) and Part Time Opening**

Children in EYFS will attend Blossom Class Bubble on Monday and Tuesday, Year 1 will attend Blossom Class on Thursday and Friday. On Wednesday, Blossom Class Bubble will close so that a deep clean can take place before the next year group attends. (Childcare for key workers will remain open.) Mrs Davison will lead on Monday and Tuesday with Mrs Longbottom and Mrs Akroyd will lead with Mrs Williamson on Thursday and Friday. Children will only mix with the other children and staff in their bubble, to reduce the risk of transmitting infection.

Children in Year 6 will attend school Monday, Tuesday, Wednesday and Thursday and will be closed Friday for a deep clean, ready for the following week. Mrs Harrison will lead with Miss Lindley for the four days. Again, children will only mix with the other children and staff in their bubble, to reduce the risk of transmitting infection.

### **Social Distancing**

The lay-out of the classrooms will change to allow as much social distancing as we can, for example, if children are working at tables they will be 2 metres apart. However, young children are not able to remain 2 metres apart at all times and staff will put in place extra hygiene measures, such as regular handwashing and cleaning of equipment, to make sure that everyone is as safe as possible. Children will be asked to bring their own water bottles and the drinking fountains will not be in use.

### **Small groups and part time opening**

Unfortunately, at this point this will not be school as your child knows it. Your child will be cared for in small groups known as 'bubbles' (Government guidelines is a maximum of 15). This is clearly dependent on the number of families who wish to send their child to school, therefore our groups maybe smaller. Your child will learn and play in this small bubble all day. Each bubble will have their own dedicated toilet area and entrance and set of staff.

### **Arrival and Departure**

Arrival and departure from school will not be from the usual doors and will be staggered so that we do not have congregations of families outside of school (further details will follow). Children will access school



(ideally at 2 metre intervals, please use the markings on the ground laid down for you) using separate doors into their dedicated classroom. The 2 metre rule will be difficult to enforce with young children. This may not be their usual classroom. For children in EYFS and Year 1 this will be using the normal route by Gatering Lane. For children in Year 6 this will be the fire exit door near the main entrance of school. Additional spaces will be dedicated to the bubbles so that we limit the possibility of any transmission of infection as much as possible.

There will be no access onto the school site for anyone other than staff or children. This will necessitate handover at the school gate – not inside the grounds. Children will then be asked to make their way into school. I know it will be very upsetting for all if a child does not wish to leave their parent/carer as staff will be unable to come up to you and coax your child into school as we might usually do. We can only encourage from a safe distance. Parents and carers will need to make an appointment via email or phone if required. Deliveries will have to follow strict and clear procedures.

On arrival children will wash their hands and then following school's hand washing protocol. They were used to this protocol before we had to close school to most of our children. There will be two cleaning stations in each bubble; one in the classroom area and one in the toilet area so that our cleaning procedures can be followed with ease.

### **Curriculum and Home Learning**

In school, lots of lessons will take place outside. When this isn't possible, the small number of children means there is a lot more space indoors. Desks will be split to 2m distances where possible. This will clearly be an issue for EYFS (Reception) children who have areas of learning and not desks.

In EYFS, the activities will be spaced out to avoid children being too close together. Small numbers of children also ensure that they will have lots of attention from the staff to help them to adjust to the new routines in school. There will be an emphasis on ensuring that children feel happy, safe and relaxed and able to enjoy school. Staff will continue to provide home learning for the days when your child isn't in school.

The number of resources will be minimised to ensure ease of cleaning surfaces and again to reduce the risk of transmitting infection. Therefore, the offer to children will also be significantly different. Many of the toys and resources that we use are not safe due to infection risk (such as dressing up, playdough, sand and water) and staff will need to spend a great deal of their time organising and sanitising areas within the rooms. How all of this will work is what we be planning over the next few weeks. We will follow the detailed Government and Local Authority guidelines and risk assessment documentation.

Your child will have their own resource pack with dedicated pens, pencils, rulers, paper/exercise books etc. for their individual use wherever possible. Your child will work at an allocated desk when appropriate. They will not change places during the day or week.

Home learning will continue for the children that are at home. This will run in exactly the same format as always. Please be mindful however that staff are now working in school during the day and will respond to the class emails as soon as they can. We appreciate that this not ideal, but we must work together and support the children as much as we can.

As a staff we have had many discussions regarding home learning and have decided that we will run enrichment weeks for the children as part of their home learning after half term. This means have a clear topic for the week with lots of different, creative, exciting tasks directly related to the topic. We are really



looking forward to putting these together for the children and would really appreciate seeing some of the fantastic learning that the children get up to and produce.

## Playtimes and Lunchtimes

Playtime and breaktimes will be at separate times from other bubbles to minimise interaction. It will however be impossible for the children to maintain strict 2 metre distancing. Staff will be showing children how to play fun games which don't involve getting too close to others, but still allow for social interaction. Each bubble will have their own playtime equipment which will be cleaned after each session so that the risk of infection is minimised. We will strive to ensure your child will not interact or work with any child in any other bubble from the one in which they have been placed.

The Government is expecting school kitchens to reopen and provide meals for children who require it and I am awaiting information from NYCC Catering. Children will eat their lunch in their dedicated classroom with only their bubble. Staff will eat in their bubble and not mix with other staff throughout the day. Staff will strive to keep to the 2 metre rule but this will be virtually impossible with children.

## Additional Information

There will be no additional staff on site e.g. music teachers.

There will be no breakfast or after school clubs.

There will be no whole school assemblies during this period.  
Families are asked to walk or cycle to school and to avoid public transport.

Families will need to observe social distancing at all times.

First aid boxes and medicine will be kept safely in all of the Bubbles. Please inform and hand over any medication your child/children need for their day at school. This will need to be brought home on the days they do not attend.

We have managed to secure some personal protective equipment (PPE) which staff will be able to wear should they wish to. Face protection is not specified for teachers at present unless they are involved with a poorly child or require protection from coughing, spitting or vomiting. It may be that when you and your child/children see staff they will be wearing visors and/or gloves and/or aprons. Staff have the option of choosing to wear protection throughout the school day. Please explain this possibility to your child/children as it may be disconcerting for them to see their teachers in PPE.

## What if my child is poorly?

If your child is coughing, sneezing or generally unwell please do not bring them to school as they will not be granted access. If your child is poorly while at school, they will be immediately sent home. If a pupil, a member of your household or a member of staff shows Coronavirus symptoms then you are eligible for testing. If the result is negative you may attend school, if positive you cannot. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF ANYONE IN YOUR HOUSEHOLD HAS POTENTIAL SYMPTOMS.

If your child has hay fever, please ensure your child has taken their medication before arrival at school so that they do not arrive at school with hay fever symptoms.



## What if I am shielding?

Some families have relatives who are classed as clinically extremely vulnerable and require shielding. In this case you should not send your child to school.

Children or families who are clinically vulnerable (but not extremely vulnerable) should follow medical guidance.

## What will happen if I don't send my child to school?

The decision to send your child to school lies with you. Parents will not be fined for non-attendance and schools will not be penalised for low attendance. I know you are anxious and I wish I could say there is no risk in sending your child back to Sutton C of E Primary School but unfortunately, I cannot. I cannot guarantee they will not mix with others who may have symptoms. Whenever we venture out of our homes we are in risk of direct transmission from sneezing and coughing and indirect transmission from contaminated surfaces. I can tell you that we will try our very best to follow the guidance and minimise the risk, but I cannot remove that risk. Should you decide that you wish to wait and see how the situation develops over the coming weeks I would support you in this decision.

## What should I do now?

As advised by the Government, I would be grateful if you would think carefully about whether you wish your child to return to school on June 1st 2020 and let me know. Please email [admin@sutton-in-cravencofe.n-yorks.sch.uk](mailto:admin@sutton-in-cravencofe.n-yorks.sch.uk), choosing one of the three choices below by Friday 22nd May 2020. This will really help and support us in the implementation of the phased reopening plan.

- I/we will send my child/children back in when the school re-opens because:
- I/we will not send my child/children back in when the school re-opens because:
- I/we are undecided about sending my child/children back in when the school re-opens because:

I do apologise for the direct nature of this letter and hope you understand that we are working hard to respond to Government guidance as it comes at us. You can read the Government guidance for parents published here <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Thank you so much for all your ongoing support – you will never know how much it has meant to us all. We have a very special community at Sutton CE and together we will get through this period.

With very best wishes,

Orla Gibbons  
Mrs Orla Gibbons  
Headteacher

Simon Garner  
Mr Simon Garner  
Chair of Governors

