



Friday 11 July

Dear parents/carers,

## **September re-opening plan**

We are delighted to be welcoming our entire school family back in the Autumn term. We expect to see all children return to us on **Monday 7 September**, unless they are showing symptoms of Covid-19, where you will need to keep them and any siblings at home and report their illness in the usual way.

The leadership team and staff have been working really hard to try to make our school as safe as it can possibly be in September and we have shared the risk assessment with our governing body who are supportive of our plans and have approved it. We will upload our risk assessment to our website should you wish to read the full document, but the aim of this letter is to summarise the changes for you, so that you feel reassured sending your child back into our care.

### **The school day**

- Your child will remain in their homebase (HB) for all of their lessons, forming a class bubble. During the day class bubbles will not mix. However, there will be a wider year group bubble at playtime, lunchtime and if your child attends Wrap-Around.
- The class bubble will have their class teacher(s) and at least one member of support staff with them. They will also have a mid-day supervisor assigned to their bubble for lunchtimes. Some staff may be assigned to two classes and will only work closely with those classes.
- Staff will also be working in a year group bubble and will not mix with other staff from other year groups. The safeguarding team, pastoral team and teacher in charge of SEND will be the only ones who can go between year groups.
- The desks in the classrooms will be arranged so that your children are facing forwards where possible – this is a change to our usual group layout so you may wish to let the children know this before they arrive back on their first day.
- Children will be expected to wear their Loughton school uniform and school shoes and have this washed regularly.
- On a day where your child has PE/games, they should come to school 'PE ready' in their Loughton PE kit and trainers. They will wear this for the day and not change at school.
- All lessons will take place in the classroom for at least the first half term. Other areas of the school, such as the music room, art room and hall will not be in use for lessons.
- If your child receives a school meal, these will be delivered to their classroom bubble at lunchtime.
- Each class bubble will be assigned an area of the playground/field at playtimes and will not mix with the other class bubbles. They will be out there as a whole year group at a time.
- Your child will be asked to wash their hands more regularly or use hand sanitiser.
- Although staff will not be in masks or gloves, please be aware that staff have to wear PPE to administer any close contact first aid.

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08565187Registered Charity Number  
1067878

### **Returning to school**

- All families must book their drop off and pick up slots to avoid too many people gathering at the same time. You **MUST** stick to your allocated slot times. Please complete the form on ParentMail by 7 August. You are strongly urged to walk to school wherever possible.
- Years 4, 5 and 6 will return on Monday 7 September in the morning at their allotted time slot. Any late arrivals will need to sign in at reception.
- Our new year 3 children will arrive from 1:30pm in the afternoon so that we can have as many staff as possible on hand to direct them to their new classrooms and answer any questions new parents may have.
- Parents of year 5 and 6 children will not be allowed past the school gates. Any parent/carer of a year 4 child who is comfortable to drop their child off at the gates are also encouraged to do so.
- Years 3 and 4 will arrive via the side gate on Paynes Drive.
- Years 5 and 6 will arrive via the main gate on Bradwell Road.

### **What do the children need to bring with them?**

- Children need to bring a named water bottle and healthy snack for playtime. If they have packed lunches from home, this must be in a named lunchbox
- Children may bring their coats which will not come into the classroom but will be taken off and left in the cloakrooms on arrival
- Children (and staff) should not come into school with facemasks or gloves. If they choose to wear these on the walk to school or if you have to use public transport to get to school, you will need to remove them at the gate and take them home with you. This is in line with guidance from the Department for Education. We have not used them since being open for our year 6s and keyworker children during the summer term.
- Children's own pencil cases will not be allowed. All children will be provided with their own individual resources in a zippy wallet to be kept in school. We will be limiting, as much as possible, the sharing of resources between bubbles but any resources borrowed from other areas of the school will be cleaned thoroughly before each use.
- If your child forgets to take home something at the end of the school day whether this be their coat, water bottle or lunchbox, they will be unable to return to their class bubble after 3:30pm to collect it. This is so that we can ensure our enhanced cleaning can take place.

### **Wrap-Around care**

- Breakfast and after school care will be provided.
- We will be operating year group bubbles at Wrap-Around. More details about this will be sent out on Monday.

### **What do I need to do next?**

- Book your drop off and pick up slot using the ParentMail form by 7 August. You will receive a confirmation via ParentMail of your time slot.
- Ensure your child attends their new zoom meetings and takes part as fully as they are able to in their transition week to support the

reduction of any anxieties about returning to school. New padlet pages can be found [here](#).

- Consider whether you need to access our Wrap-Around care
- Read our risk assessment (available on the school website) should you wish to
- Contact Mrs Green, if you feel your child will need an individual risk assessment because they are classed as extremely vulnerable and have been shielding.

I hope this letter and our detailed risk assessment answers any questions you may have. If you have any further questions about this, then please contact me on [greenr@loughton.school](mailto:greenr@loughton.school).

Kind regards,

Rebekah Green and the Senior Leadership Team