



Elmwood Junior School

Head Teacher: Mrs A Read

Tuesday 26th May 2020

RE: Phased reopening of school for Year 6 pupils

Dear Parents/Carers,

Since the government announcement for the wider opening of schools, we have been undertaking strategic and detailed planning as to how we can do this in a safe and responsible way for both children and staff. We have been working hard to put effective safety measures in place and have produced a comprehensive Risk Assessment. We aim for all pupils and staff to follow the guidelines set out therein.

The week beginning 1st June, we are asking groups of staff to spend time in school organising the environment so that it is safe for the children to return. They will be preparing classrooms for social distancing, resourcing equipment and planning learning activities for pupils.

We look forward to welcoming back Year 6 pupils as part of a phased reopening from **Monday 8th June**.

For the phased return of Year 6, classes 6P and 6W will attend on Mondays and Tuesdays; 6M and 6D on Thursdays and Fridays. On Wednesdays, the school will be closed to all pupils except for the children of key workers and vulnerable pupils to allow for a deeper clean and the planning and preparation of learning at school and at home.

As part of our Risk Assessment strategy, we have planned for staggered start/finish times to the school day and pupils directed to use specific entrances into the school.

Pupils in 6P and 6W will begin their phased return on Mondays and Tuesdays. The first day will be Monday 8th June.

Mondays and Tuesdays	Classroom	Arrive	Leave
6P1	6P	Dome Gate 0900	Dome Gate 1430
6P2	5S	Dome Gate 0900	Dome Gate 1430
6W1	6W	Main Gate 0915	Main Gate 1445
6W2	5P	Main Gate 0915	Main Gate 1445



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Pupils in 6M and 6D will begin their phased return on Thursdays and Fridays. The first day will be Thursday 11th June.

Thursdays and Fridays	Classroom	Arrive	Leave
6M1	6M	Main Gate 0900	Main Gate 1430
6M2	5H	Main Gate 0900	Main Gate 1430
6D1	6D	Dome Gate 0915	Dome Gate 1445
6D2	5T	Dome Gate 0915	Dome Gate 1445

*Wednesdays will be closed to Year 6 pupils to allow for classrooms have a deeper clean.

On arrival at school, children must observe social distancing measures whilst waiting to be escorted onto the premises by a member of staff. They will be put into small teaching groups, allocated to a classroom and assigned to a dedicated group of staff. Contact between groups will be restricted to minimise contact and allow everyone to adhere to social distancing guidance.

All children who attend must wear school uniform as usual. Please make sure they do not bring any bags or equipment from home to school. They are only allowed to bring in a water bottle clearly labelled with their name. School dinners will be available, so please ensure your child's parentpay account is topped up if they are not entitled to free school meals. If your child is bringing a packed lunch, our preference is that it comes in a bag that can be disposed of afterwards. Children must go straight home at the end of the school day and not congregate outside the school gates.

All social contact between pupils and staff will be minimised. Pupils will stay in small groups throughout the school building, taking staggered breaks and lunch times. Social distancing will be observed during playtimes and movement around school will be kept to a minimum.

To minimise the potential spread of COVID-19 we will ensure that:

- Strict hygiene procedures, including regular hand washing, are followed by all pupils and staff.
- All equipment and surfaces will be regularly and thoroughly cleaned.
- Soft furnishings (e.g. bean bags) are removed from classrooms.
- Classrooms are well ventilated.
- Anyone displaying symptoms is immediately isolated and strict quarantine rules are followed. If a child or adult in a group has been sent home with symptoms we will inform the parents of the group via text message.

Parents will not be permitted to enter the school premises unless they have a pre-arranged appointment. The staggered start to the day, using a designated entrance, will help parents avoid close contact with others. We would kindly ask parents to not congregate and chat by the school entrances as we wish to keep the drop-offs and pick-ups swift.

Using an online survey, we have been able to ascertain the numbers of pupils that will be returning. This has been an important step in ensuring we can accommodate pupils safely. We will be offering



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places initially to those of you who responded: *'I wish my child to return to school as soon as possible'*. If you indicated that you were undecided at the time of the survey, you can change your mind at any time but please contact the school office first before sending your child to school (admin@elmwood-jun.croydon.sch.uk). This is crucial in being able to accommodate pupils safely and ensuring optimum teacher to pupil ratios. Please remember that attendance is not compulsory and you will not be penalised if your child does not attend.

For Year 6 children who continue to stay at home, and for all children in Years 3, 4 and 5, home learning activities will continue as now. As you know, the school has continued to be open to the children of key workers and those considered vulnerable throughout the last few months. This will continue to be the case for the foreseeable future.

Once again, thank you for your continued support,

Yours sincerely

Mrs A Read
Head Teacher