



# Beechwood Primary School

*Ambleside Close, Woodley, Berkshire, RG5 4JJ*

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Mon 29th June 2020

## Transition Weeks

Dear Parents and Guardians,

As you will be aware next week we will begin our transition days in school for the children to come and meet their new teacher.

Just to confirm this Friday will be the end of our current offer to Year 1 and FS children, as on Monday we will begin our next phase. From seeing the children in school each day, they do all seem to have enjoyed themselves and been very happy in school. We are very excited to be welcoming back more children next week.

### Week Beginning 6<sup>th</sup> July

As previously mentioned, we are *inviting* our current FS, Year 1, Year 2, Year 3, Year 4 and Year 5 children to come into school for their transition day to meet their new teacher and some of their new class members, as well as spend the day in their new classroom. As always, we are not pressurising anyone to send their child in. However, we would very much encourage all children to come in for their transition day to enable them to meet their new teacher and engage in some transition activities. We feel this will be vital preparation for their return in September.

### Week beginning 13<sup>th</sup> July

We are inviting all of our current Year 6 pupils into school for the week. Year 6 children are invited to attend all five days of this week. Apart from children of Key Workers there will be no other children in school this week.

However, it goes without saying that you know your child and family situation best and we will be guided by you. We understand the concerns many of you will have and we will fully support the decision each and every family makes. No fines or penalties will be issued if families choose to keep their child/children at home rather than sending them back to school. Being at school will continue to be more restrictive for the children. It is safe to say many aspects of school will look and feel different to how it did when the children left in March.

At this time, parents have the option of;

- Sending your child into school for the one day of transition they have been invited to attend. Children will be offered one set day. Unfortunately, we are unable to swap the days of children's visits, or
- Keeping your child at home



Please note the school will be closed to all pupils except key worker children on Fridays. The teachers are legally entitled to planning, preparation and assessment time on a weekly basis. It is not possible to give this to staff during the week with the structure we have planned. This will also enable us to carry out a further deep clean on Friday.

### School Learning and Home Learning

For the next two and a half weeks we will continue to provide home learning for every year group via the school website. This will consist of daily reading, writing and maths learning. In addition, children will be encouraged to complete activities from their topic grid. This will enable all children to access learning on the days they are not in school. This includes the year groups who are being invited back into school, but parents have decided to keep their children at home.

The final day we will be setting home learning on the school website will be Friday 17<sup>th</sup> July.

### **Returning to School**

In order to support the children and families understand what school will be, please see below the measures we will be putting into place.

### Groupings

- 'Bubble' Group sizes will be no larger than the recommended government guidelines of 15.
- Children will be assigned to a group 'bubble' and they will remain in this bubble for their time in school.
- These groupings will be created alphabetically from our new class groups. On this occasion, due to the number of children in school, it will not be possible for us to guarantee siblings will be in on the same day.
- We are unable to accommodate requests for children to be in particular bubbles.
- There will be a teacher, and in most cases, a teaching assistant assigned to each group.
- In order for staff to meet their new teacher and teaching assistants, staff will work with each half of their class on two different days.
- Groups will be allocated to their new classroom where they will work each time they are in school.
- As we are unable to mix groups around once they have been set and due to staffing numbers, it unfortunately means that if there is any staff absence, that group may not be able to attend school.
- Within their classroom, children will be allocated a work station where they will be based for the time they are in school.
- We will only be able to offer before and after school provision/ care for children in our key worker bubble. All other groups will need to arrive and be collected at their allocated time.

### Key Worker and Vulnerable Children

The provision for children of key workers or those who are in the vulnerable group, will continue each day up until and including Friday 17<sup>th</sup> July.

### Social Distancing

The guidance from the Department for Education states: 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' We will be encouraging the children to distance, however, we know this is not always going to be possible given their ages. Classes will be set up where possible to enable a 1 metre distance between children when in class. Children in Early Years and our new Year 1 classes will inevitably play closer together. We will aim to have activities and the room set up to promote some distance, along with increased handwashing and enhanced cleaning.

### Drop Off and Pick Up

In order to try and reduce the number of families arriving at the school at one time, we will be staggering the school start and finish time for each group of children.

We will be using the main gate and the entrance to the hall to welcome children into school. Both entrances will ask families to wait in a socially distanced queue at the time they are invited to arrive.

We would ask that families are prompt as we have 10 minute windows of arrival for each bubble. The class teacher and teaching assistant allocated to your child's group will come and collect the children from the main gate/hall door. We appreciate this may not give you much chance to speak to the members of staff so would ask you to ring or email the school office if you need to contact us. We are kindly requesting that only one adult can bring a child to school.

Unfortunately, we will be unable to let any parents or guardians on to the school site. Any children who are late will need to be brought to reception door where they will be buzzed in by a member of staff. Please do not let your child join another line entering school.

Children should be collected at their allocated time from the same location they were dropped off at in the morning. If we could ask you to wait in the queue, and we will dismiss the children to you from the door/ gate.

### School Office

The school office will remain closed to parents and visitors, unless there is an agreed appointment. Please contact the school via phone or email as you have been doing over the past few weeks.

### Uniform

We have decided that it will not be necessary for children to wear their school uniform when they come to school. We appreciate that after a period of absence from school some children may have outgrown parts of their uniform and approaching the end of academic year doesn't feel the right time to be requiring parents to buy more. In addition, various guidance on Covid 19 states that it is advisable for children and staff to wear fresh clean clothes each day to school. As a school we believe this is much easier to fulfil if children are not in school uniform. Please could we ask that children come to school in comfortable clothes which would also be appropriate for the children to complete physical activities in e.g. shorts, t- shirt, tracksuit bottoms, leggings and a pair of trainers.

### School Lunches

Children currently in Foundation to Year 2 and children who receive free school meals may have a free school packed lunch if required, they will be able to order this once in school on the day they are attending. Please refer to the menu, attached, for the daily lunch choices. Please note Caterlink are not providing hot school dinners at this time. Can we please ask that children in Year 3 to Year 5 who do not receive free school meals bring in a packed lunch from home.

### What do children need to bring

In order to reduce the risk of bringing the virus into school we would like to limit the number of items the children bring into school with them. Therefore, we are asking that the children only bring;

- A filled named water bottle. Children will not be allowed access to the water fountains but an adult in school will be able to top up bottles should this be necessary.
- A lunchbox if bringing one from home
- A sun hat and/ or coat depending on the weather. Please can we ask that any sun cream is applied at home.
- A named pencil case with their own pencil, pen, ruler, rubber, sharpener, colouring pencils. Please do not worry if you are unable to supply these as we have plenty of spares we can provide for the children.

Children should not bring any other items into school from home. This includes any rucksacks, books or toys.

Please be aware we will not be issuing any more reading books or library books.

### PPE

We have reviewed the government guidance on PPE (gloves, masks/visors, aprons). The guidance is saying PPE is not recommended in schools apart from a very small number of cases identified as those children who need personal care or if a child becomes unwell with symptoms of corona virus. We remain worried children and adults may have the virus without knowing. Therefore all staff will continue to wear face visors around in school. As standard hand sanitiser will be in all rooms, and gloves and aprons would also be available.

Please refer to the website and our Facebook page to view some of the changes we have made in school. Hopefully this will give you and your child an idea of how things will look and what to expect when they return to school.

If you haven't done so already we will require you and your child to complete the attached home school agreement and return this via email or to the school office by the end of the week.

Please see below for our bubble and timing arrangements for the week beginning 6<sup>th</sup> July.

Thank you so much for your ongoing support.

Kind regards,



Miss S E Hunter  
Headteacher  
Beechwood Primary School

**Bubble Timings for Week Beginning 6<sup>th</sup> July 2020**

**Transition Week – Meet the Teacher  
Bubble Timings**

Year Group	Class	Teacher	Bubble Number	Day	Start	Finish	Drop off/Pick up
<b>1</b>	Wrens	Mrs Frain	1a	Monday	8.45am	2.55pm	Hall Door
			1b	Tuesday			
	Robins	Miss Pilbeam	1c	Wednesday			
			1d	Thursday			
<b>2</b>	Hedgehogs	Miss Mills	2a	Monday	8.55am	3.05pm	Hall Door
			2b	Tuesday			
	Rabbits	Mrs Voges	2c	Wednesday			
			2d	Thursday			
<b>3</b>	Badgers	Mr Compton	3a	Monday	9.15am	3.25pm	Hall Door
			3b	Tuesday			
	Foxes	Miss Webb	3c	Wednesday			
			3d	Thursday			
<b>4</b>	Owls	Mrs Puzas	4a	Monday	8.45am	2.55pm	Gate
			4b	Tuesday			
	Woodpeckers	Miss Hussain	4c	Wednesday			
			4d	Thursday			
<b>5/6</b>	Falcons	Mrs Reece/ Mrs Parsons	5a	Monday	8.55am	3.05pm	Gate
			5b	Tuesday			
	Kites	Miss Blagbrough	5c	Monday	9.15am	3.25pm	Gate
			5d	Tuesday			
	Hawks	Miss Craig	6a	Wednesday	8.55am	3.05pm	Gate
			6b	Thursday			

### Year 6 Final Week Bubble Timings

Bubble	Teacher	Start	Finish	Drop off/pick up
<b>1</b> <b>Monday to Friday</b>	Miss Blagbrough	8.45am	2.45pm	Gate
<b>2</b> <b>Monday to Friday</b>	Mrs Reece/Mr Clark	8.55am	2.55pm	Gate
<b>3</b> <b>Monday to Friday</b>	Miss Craig	9.05am	3.05pm	Gate