

Monday 18th May 2020

Dear Parent/Carer,

It has been a week now since the Government announced the proposed return to school for Nursery, Reception, Year 1 and Year 6, immediately after half term.

During the week more guidance has been published by the Government and I wanted to write to you to update you on our plans for a Safe Return to School for your children and our staff.

Thank you for all your emails and phone calls since the announcement - it is wonderful to receive your encouragement and support. We want to make this a positive and caring experience for all our children, looking after them to ensure they feel safe and settled as we ease them back into school life.

It is very likely that guidance will continue to evolve over the next two weeks but there are some key points that I wanted to highlight as we prepare for school opening:

- We will issue clear drop-off and pick-up guidelines before June 1st that are built around adherence to social distancing rules and parents will not be able to enter the school site;
- We will also issue a timetable for your child. We have to ensure that those children at home are still receiving teaching in our virtual school.
- Children will be in groups of no more than 15 and we will be dividing year groups accordingly. This will be the case for Reception, Year 1 and 6 as well as vulnerable children and those of critical workers. At present we are unable to cater for nursery pupils;
- Children will remain in these groups at all times with the same staff members as far as is possible;
- These groups include the children they can play with during school hours and those that they will eat with at lunchtimes.
- We will implement a strict cleaning programme and rota that adhere to the government guidelines including frequent ventilation, ensuring children have some personal equipment and reducing the numbers of resources available.
- The school will be zoned and organised effectively to ensure safe social distancing at all times.
- We will ensure that all adults and children follow strict personal hygiene with frequent hand washing, the supply of hand sanitizers and PPE (as appropriate) and follow the 'catch it, bin it, kill it' mantra.

We will continue with our virtual learning with additional resources and lessons provided by AET as we enter this new phase from June 8th so that years 2, 3, 4 and 5 continue to receive high quality home learning.

As I mentioned at the beginning of this letter we continue to develop our Safe Return to School plans and I will continue to update you as often as I can over the next three weeks. The plan will be available on our school website. To help us plan, if you have a child in Reception, Year 1 or Year 6, I would be very grateful if you could complete this [Google Form](#). This will help us significantly with our planning so please do try to fill it in as soon as you can.

I appreciate how challenging and uncertain these times continue to be, and many of you will continue to have questions. To help we have developed a [simple leaflet](#) and FAQs page on our website, both of which I hope will go some way to answering them, but if not please do email me on [contactus@cottingleyprimaryacademy.org](mailto:contactus@cottingleyprimaryacademy.org) . We will continue to update the FAQs as we develop our plans and also hope to produce a short video and some social stories to be shared with the children prior to their return to try and answer some of their questions and help them feel more comfortable too.

Thank you again for your support and understanding.

Stay safe,

Mrs K M Bentley  
Headteacher