



Milldene Primary School

Headteacher: Mrs Susan Locke

**Barbrook Lane,
Tiptree,
Essex.
CO5 0EF**

Phone: (01621) 816490

e-Mail: admin@milldene.essex.sch.uk

Web: www.milldeneschool.co.uk

17th July 2020

Dear Parents/Carers,

We are really pleased to confirm that we will be welcoming back all pupils in September. However, as we know you will be aware, the school will be very different to what we are all used to. We have been busy digesting the information from the Government and Local Authority in order to complete the necessary risk assessments.

Further information can be found at: <https://www.gov.uk/coronavirus/education-and-childcare>

This process has resulted in some changes to our teaching day and we are now in a position to share some of our plans.

The first day back at school, for years 1 – 6, will be Thursday 3rd September and all children will be expected to attend. The Government has now confirmed that attendance is compulsory and, therefore, our usual expectations for reporting absence will be re-introduced from this day. Our new Early Years children will be joining us from Monday 7th September, following some transition activities on the previous Friday.

What will happen to ensure the school is a safe place to be?

- Enhanced hygiene requirements, including regular hand washing through the school day, will be promoted. We will continue to educate the children regarding hygiene, including ‘catch it, kill it, bin it’.
- There will be increased cleaning of frequently used objects/equipment/furniture (e.g. door handles, tables, chairs).
- Whole school activities, including assemblies, will be postponed for the foreseeable future.
- The school will be organised in to groups or ‘bubbles’ and interaction between bubbles will be kept to a minimum. Whilst year groups will be kept as separate as possible, for operational and staffing reasons, our formal bubbles will be R/1, 2/3 and 4/5/6. Whilst social distancing is not a requirement between the children who are in classes together (they may share equipment, work together on tasks and play together at break and lunch times) it would be required in their wider bubble.
- Staggered break, lunch, pick-up and drop-off times will be implemented.
- Social distancing will be expected between adults, particularly those who work with different classes.
- Wellbeing and social support will be a curriculum priority.

In order to keep our school day timings as close to normal as possible, our pick-up and drop-off times will be organised by key stage and details can be found below:

“Classrooms are a hive of purposeful activity because pupils very positive attitudes to learning mean they approach every new day with a thirst for new knowledge.” Ofsted October 2016



Class	Drop off / Pick up times	Entrance / Exit
Reception	8.45am – 3.00pm	Main (reception)
Year 1	8.45am – 3.00pm	Field (via car park)
Year 2	8.45am – 3.00pm	Side (playground)
Year 3	8.55am – 3.10pm	Field
Year 4	8.55am – 3.10pm	Main
Year 5	8.55am – 3.10pm	Side
Year 6	9.00am – 3.15pm	Side

Can we please remind you that parents /carers will only be invited on to the premises in emergencies or by appointment. We very kindly ask you not to congregate at any point on the school grounds and maintain social distancing as we receive and return your children. Furthermore, in order for our plans to work and to manage the congestion, it is essential that only one adult accompanies the child and that arrival and departure is prompt, although we do recognise that some of you will need to wait for siblings. We would also encourage you to walk to school, if at all possible, to ease parking congestion.

With regards to equipment from home, this should be kept to a minimum. Children may bring bags with essential items in them, but, please do not allow your child to bring to school any toys or other items that are not essential to the learning. Essential items include a full water bottle, sun hat (if appropriate) and tissues. Sunscreen should be applied at home.

Uniforms should be worn; however, on PE days, the children should attend school in their PE kits and they will remain in these for the entire day. This will remove the need for kits to be stored on the premises. With regards to year group PE days, these will be confirmed on the non-pupil day (2nd September). We still recommend that uniforms are washed daily, although this is not now a requirement.

The school packed lunch option will be available and free to universal free school meals (Reception, Year 1 and Year 2) and other eligible free school meal families. Should you usually pay for your child's school meal, you will need to do so using Scopay in advance. We intend to re-introduce hot options within the first few weeks and we will keep you updated as our menus change.

If your financial circumstances have changed and you feel that your child may now be entitled to free school meals, please make an application immediately using this link: <https://www.gov.uk/apply-free-school-meals>

Finally, if your child should display any symptoms of Covid-19, they must remain at home or will be sent home and parent/carers must engage with the test and trace programme. Further guidance can be found at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

We realise that there is a huge amount of information in this letter for you to digest and thank you for your ongoing support during this unusual period. We look forward to seeing you all in September and we continue to wish you and your families all the very best at this time.

Yours sincerely,

Susan Locke

Nicole Almond


