



Friday 29th May 2020

Dear parents/carers

Last night the government announced that schools can begin reopening to pupils from next week and I write to share our reopening plan for Nursery, Reception, Year 1 and Year 6.

On Monday 1st June and Tuesday 2nd June, teachers and staff will come into school for training to prepare for your children's return. It is important that they understand the strict new procedures to ensure the safety, health, and wellbeing of everyone in the school. The Community Classroom will also be closed on these dates.

When will children start school?

We will reopen the school following staff training in a phased return:

3 rd June 2020	Community Classroom pupils and Nursery
4 th June 2020	Reception
8 th June 2020	Year 1
10 th June 2020	Year 6

Children who have been attending the Community Classroom will re-join their year group when it opens. For children of critical workers and vulnerable children in Years 2, 3, 4 and 5 the Community Classroom will remain available. The government is now encouraging all eligible children to attend the Community Classroom, and it is no longer necessary for parents of eligible children to keep them at home when they can. Please do contact us if you fall into one of these groups and would like your child to take up their place.

Although the school is beginning to re-open, it is important to note that children with specific serious health conditions or children who are clinically extremely vulnerable should not yet attend. Additionally, if you have someone living in your household who is clinically extremely vulnerable your child should not come to school. Definitions of who is defined as 'clinically extremely vulnerable' can be found [here](#). If you are unsure whether your child should attend the setting due to a health condition that they or someone they live with has, please contact b.wellbeing@arkbentworthprimary.org so we can discuss the details with you.

Do I have to send my child to school?

It is not compulsory to send your child to school. Home learning will continue to be provided for all year groups including both printed and online materials. If your child is in one of the year groups re-opening you will need to keep us updated if we are to expect them in school. We will follow our usual absence reporting procedures and you should call the school office on 07771343905 if you intend to keep your child at home by 9am. You will need to update the school at least once a week if you choose to keep them at home.



Additionally, you **should not** send your child to school if they are unwell. If your child or anyone in your household exhibits any of the following coronavirus symptoms you **should not send your child into school**:

- **High temperature** – this means feeling hot to touch on your chest or back
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- **Loss or change to your sense of smell or taste** – this newly added symptom means noticing not smelling or tasting anything, or if things smell or taste different to normal

If your child exhibits these symptoms in school, you will be notified and will need to immediately collect your child from school. Testing is now available for anyone over 5 years of age who exhibits these symptoms. We ask you organise a test for your child, or anyone in your household, in the event that they develop coronavirus symptoms, and notify us immediately. The aim of testing is to enable children to get back to school, and for households not to need to self-isolate any longer than is necessary, if the test proves to be negative. A positive test will ensure rapid action to protect other children and staff in our school.

What measures have you put in place?

We have implemented many new measures to reduce the risk of spreading the virus in school. Attached is a detailed schedule for the day with the measures we have put in place to minimise risks. We will continue to review these measures and update them through an ongoing review of our risk assessment.

Please make sure you take the time to familiarise yourself with the new structure of the day and discuss it with your child. We have also updated our behaviour policy and attached the new guidelines for children to follow.

How else can I help?

It is essential that you and everyone in your household follows all government guidance regarding social distancing and mixing with other households. If you or anyone in your household does not follow the guidelines it puts other children, their families and our staff at risk. Please note that if the school becomes aware that anyone in your household has not followed the Government guidelines it may be deemed safer for your child to continue with home education.

If your child takes a place at Ark Bentworth they should not attend any other educational settings, groups or childcare. This means it is not yet possible for children to come to school and also attend cubs, scouts, language schools, before or after school clubs, etc.

If you have a child in one of the year groups returning, you have already been asked if you intend to send your child into school. If you have changed your mind from our initial survey please call 07771343905 or email info@arkbentworth.org as soon as possible. When a place becomes available, we will confirm your child's start date. Please note that there may be a delay of up to a week between any mid-term requests and a place being available for your child.



Ark Bentworth
Primary Academy

Bentworth Road
London
W12 7AJ

Tel 020 87432527
info@arkbentworth.org
www.arkbentworth.org

Once you have read the attached documents, if you have any questions at all, please email info@arkbentworthprimary.org. I am very much looking forward to welcoming some of our pupils back next week.

With best wishes

Karinne Faddy
Head of School



Structure of the day

This guide has been produced so that you are aware of the additional measures we have put in place to minimise risk in school. It is also a way for both you and your child to become familiar with our new school routines.

Preparing for school

- In order for staff to be well prepared for welcoming your child back to school, please complete a short survey about your child’s lockdown experience before they come into school. This survey can be found on DB Primary.
- Watch the videos on DB Primary during Monday’s assembly that show the new school routines – please take the time to watch these videos with your child and discuss them.
- Children should wear their school uniform to school. It is important that the uniform is freshly washed each day. To help with this we recommend your child alternates between their PE kit and school uniform e.g. Monday PE kit, Tuesday school uniform, Wednesday PE kit, etc. Children should not wear their blazers as these cannot be easily cleaned.
- Your child should wear a jumper to school each day. All of the windows and doors will be open for ventilation and in the mornings the classrooms may be cool before the day heats up. Coats will not be allowed in school and should be left with parents on drop off.
- You should send your child in with a labelled sun hat that they can keep in school. They should also apply sun cream before they arrive in school. If you would like for your child to reapply sun cream at lunchtime you will need to send in a labelled sun cream that will be kept in school. We will be spending more time outside and recommend children are sun safe.
- Children will not be allowed to wear face masks or gloves in school.
- Children should bring in all their work packs on their first day. Packs will then be stored for 3 days before they are used in classrooms. Children should not bring a book bag or school bag into school – these should be left with parents on drop off.
- Healthy grab bag lunches – like those we provide on a school trip – will be provided for all children in Reception and Key Stage 1 along with the children entitled to Free School Meals. If your child is not entitled to a free lunch, we recommend that you purchase a grab bag lunch from the school on Wisepay for £2. If you decide to send your child in with a packed lunch from home it cannot be sent in a lunchbox. It must be provided in disposable packaging e.g. cling film, foil, zip lock bags, etc. It must be sent to school in a labelled, disposable bag.
- Your child does not need to bring in a water bottle to school. Children will be provided with an individual bottle that will stay in school.
- Please make sure your child has breakfast before they come into school. If you need help providing breakfast at this time please email info@arkbentworth.org to request a fortnightly delivery of cereal/porridge, bagels, beans and a voucher for milk. Breakfast will no longer be provided for the Community Classroom.

Checklist - every school day:

- Wear clean school uniform or PE kit
- Have breakfast at home
- Wear a labelled jumper
- Don’t bring blazers, book bags, school bags, lunchboxes or water bottles
- No face masks or gloves in school

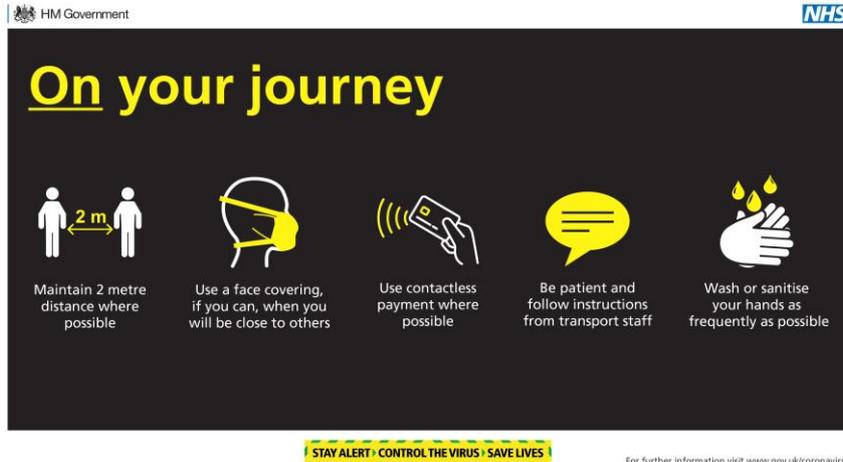
Checklist – before first day back in school:

- Bring a labelled sun hat and optional labelled sun cream
- Bring all home learning work packs



Arrival at school

- Wherever possible you should walk or cycle to school. If you need to take public transport it is advised by the government that you:



- Only one adult should accompany your children to school – please do not come in groups or with older siblings who could remain at home.
- It is important that you keep your children close to you at all times – holding hands may help with this.
- Pupils should not walk themselves to school – this includes older children. This is so you can be sure that your child socially distances from others and so that you can inform staff on arrival that your child and everyone in your household is symptom free.
- There is a queuing system set up outside the school in both directions for your arrival. Please do not congregate outside the school gates. Wait behind the 2 metre line marks beside the fence and make sure you observe social distancing from other families. Please note that if government guidelines are not followed outside the school gates the police may be called to enforce expectations.
- You will say goodbye to your child at the gate and take your child’s coat and bag home with you. Unfortunately, there will not be an opportunity to speak to staff or teachers at this time. If you would like to talk to a member of staff you will need to book a telephone call.
- Children will wash their hands before they enter the school building – we have installed new handwashing facilities.
- Start times and finish times have been staggered to reduce the amount of people queuing outside the school. Please arrive during the times below. If you have children in different classes you should drop off and pick up all of your children at the time specified for your **youngest** child. Children in Year 6 will be notified if they are in group A or B.

Group	Drop off	Pick up
Community Classroom	8.45 – 9am	3.30
Nursery	8.45 – 9am	2.45
Reception	9am – 9.15	3pm
Year 1	9.15-9.30	3.15
Year 6 Group A	9am-9.15	3.15
Year 6 Group B	9.15 – 9.30	3.30



During the day

- Children will stay with one group or 'bubble' of children. There will be no more than 15 children in each bubble. Currently we only need one bubble for each class except for year 6. Children in year 6 will be split across two bubbles with a mix of friendship groups, and taking into account pupil behaviours and needs.
- The bubbles will have consistent adults as much as possible and will be kept separate throughout the day. Social distancing between bubbles will be strictly enforced however within the bubble children will not need to maintain distancing.
- A one-way corridor system has been put in place to avoid bubbles needing to pass each other around the building with clear signage.
- Breaks and lunchtimes have been staggered so that bubbles do not mix. Lunch will be eaten outside – where possible.
- Children will not come together for assemblies or any other gatherings.
- Classrooms have had all soft furnishings and rugs removed. We have removed excess furniture and spread out desks and chairs to allow for more distance between children.
- Children in Year 1 and above will have their own designated work place and equipment. They will not share equipment or laptops. Each child will be provided with their own pencil case with equipment.
- In the early years, children will have their own equipment and chairs however they will also share some toys that will be disinfected after each use.
- Children will be escorted to the toilet by an adult and hand washing will be supervised making sure they wash their hands thoroughly for at least 20 seconds. Only one child will be able to use the toilets at a time and floor markings have been put in place to manage social distancing while queuing.
- We will continue with increased hand washing or use of alcohol hand sanitiser throughout the day: before and after food, after being outside, after PE or after using any equipment that may be shared in an EYFS bubble.
- We have implemented an enhanced cleaning schedule, ensuring shared surfaces touched by children and staff are cleaned regularly and throughout the day.
- All doors in the building have been left open to avoid needing to touch handles to get into rooms.
- Visitors into the school building will be avoided wherever possible.
- New school routines will be explained and explicitly taught to children.

End of the day

- Children will wash their hands before leaving the school.
- Please follow the pick-up times outlined above to collect your child. If you have children in more than one group – please collect all your children with your **youngest** child.
- Like the morning, you will arrive at your designated time and queue. You will be admitted in a line observing social distancing on the ramp into the school. Your child/children will come to you in the line and then you will leave the site making sure you maintain social distancing from all other families.



Behaviour expectations

The school's behaviour policy has been revised to include compliance with our new routines and safety measures. Please share this with your child in readiness for their return.

Our Safety Measures

<p>Stay in your bubble</p> 	<p>Do not approach people from other bubbles</p> 
<p>Go with staff if you need to leave the room</p> 	<p>Follow the signs around school</p> 
<p>Wash your hands frequently</p>  	<p>Cover your mouth if you cough</p> 
<p>No licking, spitting or touching your face</p>  	<p>If you sneeze...</p> 
<p>Tell staff if you feel unwell</p> 	<p>Use your own equipment</p> 
<p>No hugging, high 5s or hand shaking to say hello, give us a smile and a wave!</p>  	

Ready, Respectful, Safe

Aiming High, Achieving Together