



TILLINGTON MANOR PRIMARY SCHOOL

'Working together to achieve the best'

Young Avenue Stafford ST16 1PW

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Dear Parents,

Re-opening of Tillington Manor Primary School

Firstly, I want to say an enormous well done to all parents, children and staff for the way that you have all adapted to the different form of schooling that has had to be put in place over the last couple of months. Whilst I know that the closure of schools has caused so many problems for the community, I want to thank you for all of your support and help in these difficult times.

Re-opening of Schools

As you will be aware the government have stated that they hope that primary schools will be able to partially re-open from Monday 1st June. If this goes ahead, the school will re-open for:

Nursery and Reception classes

Year 1

Year 6

The children of key workers and children identified as vulnerable

Whilst all of us at TMPS are desperately looking forward to the point when all children are back in school, the school and governors have recognised that there is an enormous amount of work for staff to do to prepare classrooms and become familiar with different routines and procedures to ensure the safety and well-being of all children, staff and parents coming on to the school site. For this reason, and if the decision is taken to allow schools to re-open from the 1st of June, **Tillington Manor Primary School will be closed for all pupils on Monday, 1st June;** we will remain open for the children of key workers on this day. **The school will be open for the return of pupils on Tuesday, 2nd June.** At this stage, however, it is important to remember that the partial re-opening of schools is not a certainty and the decision will not be taken by the government until Thursday, 28th May - we will advise parents if we are allowed to re-open via do-jo at that point. Nonetheless, I thought it might be helpful for us to go through the arrangements that will be in place in the initial stage of re-opening. As you would expect there is much detail under the circumstances to pass on to parents. Please read through the letter - key points are in bold and there is a summary at the end.

In all of our planning, our aim has been to ensure the safety, health and well-being of all children, staff and parents in our school community whilst following the government's guidelines and applying them to our school's context. To this end the school has compiled a return to school plan covering the initial period of partial re-opening. As with the rest of society, our plan focuses on two key elements: **social distancing and increased attention to hygiene.**

Social distancing of children in school

Thank you to the parents of children in Nursery, Reception, Y1 and Y6 for letting us know whether or not you are planning to send your child to school on the 1st June. When we re-open, **children attending TMPS will work in a smaller group of children from their year group** (no more than 15 children are allowed in each group) - we are calling these bubbles. Key worker children/children identified as vulnerable from the other year groups will also have their own bubble(s).

- Each bubble will have designated members of staff to work with them:
 - Nursery - Mrs Shill/Mrs Dale - Nursery will only be open for morning sessions
 - Reception Bubble 1 - Mrs Brockhurst/Miss Burkitt
 - Reception Bubble 2 - Mrs Buttery/Mrs Mahal
 - Y1 Bubble 1 - Miss Husted
 - Y1 Bubble 2 - Mr Brockhurst/Mrs Redfern
 - Y6 Bubble 1 - Miss Hall
 - Y6 Bubble 2 - Mrs Turner
 - Y6 Bubble 3 - Mr Tucker/Miss Lee-Rogers
 - Key worker bubble(s) - Mrs Brian, Mr Foster, Mrs Munir and Miss Sargeant
 - All of the bubbles can take a few additional children as long as they don't go over the maximum number we have calculated for each bubble class base. We also have the capacity, if necessary, to form a few additional bubbles. If you decide to send your child to school after the re-opening, please let us know before they return to allow planning to be completed.

- **Start and Collection Times for the different year groups:**

Year Group	Start time	Collection time
Nursery	8.45am (Door 3)	11.45am (Door 3)
Reception	8.45am (Door 3)	2.30pm (Door 3)
Y1	9.00am (Door 7)	2.45pm (Door 7)
Key worker and children identified as vulnerable - Y2/3/4/5	9.00am (Door 1)	3.00pm (Door 1)
Y6	9.15am (Door 4)	3.00pm - Fire doors for Miss Hall, Mrs Turner and Mr Foster

- Due to the need for children to be in smaller groups, we cannot guarantee that all children will be taught by their existing teacher in their bubble. Every effort will be made to ensure children are in bubbles with some of their friends from their class; once formed the bubbles **cannot** be re-formed and children **cannot** move between bubbles due to the need, in line with the guidance, to minimise the intermixing of children and to maintain necessary social-distancing.
 - To avoid intermixing we are endeavouring to ensure that the staff working with each bubble do not mix with children in other bubbles.
 - Emergency circumstances such as staff absence/accidents would obviously lead to another staff member being brought in to cover the bubble. In the first instance we would use our staff who have not currently been allocated to a bubble. In this eventuality, checks will be made to ensure that there is no known risk of transmission from the staff going in to a bubble.
 - There are a few of our staff, Headteacher, Assistant Headteachers, Office staff, Learning Mentor for instance, who because of their role have the potential to come in to contact with a wider range of children across the day. In these circumstances, strict social distancing and protective hygiene measures will be enforced.
- **Each bubble will spend all aspects of the day together** - they will have a designated classroom base (this may not be their existing classroom) and each child will have a set place in the classroom. We will provide children with the pencils/pens/crayons/rulers etc. to use.
 - We will advise parents which bubble and classroom base children will have as well as the staff members who will be taking them on Monday, 1st June if the government's decision is to re-open.

- **At breaks and lunchtimes, each bubble will have their own area of the playground and they will not mix with the children in another bubble.** Each bubble will have their own designated member of the lunchtime staff to supervise them.
 - **Break times/lunch times will be staggered** to minimise the risk of contact between children in different year groups. Obviously in school we will do all that we can to ensure social distancing is maintained between individual children in the outside areas they are playing in, but I'm sure we all recognise that this is not something that comes naturally to most primary-aged children.
 - Please constantly remind your children why it is important to follow the social distancing rule!
- **Behaviour** - we will expect children to make every attempt to adhere to social distancing. Whilst we appreciate that children have been in isolation for a long time and will be eager to resume friendships with other children, we will positively reinforce the social distancing rule and the new ways that schools are required to operate. **We will be patient, positive and encouraging in our approach with children as they adjust to being back in school but deliberate, and consistent, breaking of the rules will not be tolerated.**
- To avoid any unnecessary contact with children/adults in other bubbles, we will minimise movement around school.
- Nursery and Reception children returning to school
 - The government recognises that maintaining social distancing is impossible for the youngest of our children returning to school.
 - Nursery and reception children will still be taught in small bubble groups by designated members of staff. For the time being, **Nursery will only open for morning sessions** to avoid any intermixing with different groups of children and we apologise for any inconvenience this causes.
 - **In Nursery and Reception bubbles the emphasis will be placed on frequent hand washing and the cleaning of equipment after use.**
- To help maintain social distancing, we will not be having any whole school assemblies or school gatherings. This means we will not be able to hold the annual sports day, summer fayre or Y6 leaving events, although we have arranged for Y6 to receive a special leaving gift and we will be organising different ways to celebrate with the children all that they have contributed and achieved.
 - At this stage we do not have any information about how the high schools in Stafford are going to conduct their transition arrangements for Y6 pupils.
- Communication with staff - if you need to communicate with a staff member please use do-jo or ring the office to arrange a telephone appointment. Extended conversations on the door will not be possible.

Social distancing when dropping off/collecting Children

- To minimise the number of parents and children coming to the school at any one time, there will be staggered drop off/collection times for the different year groups:

Year Group	Start time	Collection time
Nursery	8.45am (Door 3)	11.45am (Door 3)
Reception	8.45am (Door 3)	2.30pm (Door 3)
Y1	9.00am (Door 7)	2.45pm (Door 7)
Key worker and children identified as vulnerable - Y2/3/4/5	9.00am (Door 1)	3.00pm (Door 1)
Y6	9.15am (Door 4)	3.00pm - Fire doors for Miss Hall, Mrs Turner and Mr Foster

- It is really important that the drop off/collection times are adhered to in order to allow for social distancing. Whilst we appreciate that the times are slightly different to our usual

start/end times for year groups, they will assist in helping us all comply with government guidelines and reduce the number of people on the school site at any one time.

- For the time being, please ensure only **one parent per family group** comes on to the school site.
 - **Remember to keep 2 metres distance between yourself and any other family group.** To aid this we are having waiting marks that are at least 2m apart painted on to the paths around our school where children will need to enter/leave. There will also be signs to indicate which way to go and some gates will be labelled entrance/exit - children in Y1 should enter the school grounds by the gate further down Young Avenue rather than the main gate by the Car Park entrance.
 - **The car park gates will be closed** and parents will not be able to drive on to the car park during the morning drop-off times or afternoon collection times. Please advise us if there is a specific reason why you may need to drive on to the car park to drop off your child - we will then give you a revised drop off/collection time.
 - We have been asked to remind parents not to group with other parents on school premises, outside the school gates or in the approach to the school. Please try to avoid congestion by parking away from Young Avenue.
- If a child needs to be collected at an earlier time from the times above, please contact the school office (01785 337500) to inform us. We will then arrange for your child to be brought down to the main office area to exit via door 1.
 - Please remember we can only have one adult in the main office reception area at a time. If you are waiting to speak to office staff follow the 2m distancing rules on the path leading down to door 1.
- Club House - Before/after school club
 - **Before and after school club will only be available for the children of keyworkers.** Children attending before/after school club will be taught in the key worker bubbles and not the Reception/Y1/Y6 bubbles to reduce the intermixing of bubbles.

Hygiene

We will implement additional hygiene measures:

- Children will wash their hands at regular intervals throughout the day.
- We will limit the number of children using toilets.
- Additional cleaning of facilities and equipment; each class will have its own cleaning kit.
- Sanitiser gel will be available for children to use as they go in/out of the dining hall.
- Between lunch sittings, the tables and chairs will be cleaned before the next group of children come in.

Medical matters

At this time, when we are all increasingly vulnerable to a whole range of infections, it is a good idea to **exercise a cautious approach to your child attending school if you think she/he is displaying any symptoms of an illness.** As always it is essential you keep us informed if a child is unwell and can't attend and particularly if you suspect symptoms of coronavirus. In these circumstances we will be able to advise you what to do next.

- If coronavirus symptoms are present in a child/staff member from a bubble, all children/staff associated with the bubble will need to self-isolate until the test has denied/confirmed the presence of coronavirus.
 - If there is a negative result, the bubble children and staff can return to school.
 - If the test is positive, the child/adult affected must self-isolate and follow all medical recommendations and recommendations on self-isolation; the other children/staff in the bubble and their households, must also isolate for 14 days.

- If a child becomes unwell in school, the child will be isolated with an adult supervising her/him discreetly. You, as parent, will be contacted and it is crucial you come to school immediately to pick you daughter/son and any siblings up. At this time we are told that all employers are required to be supportive of children's care needs and no employee should face any detrimental action as a result.
- We regret that we will be unable to administer any medication except essential emergency medication during the initial stage of opening in order to maintain social distancing. If children require non-emergency medication, we will arrange a time for parents to come to school during the day to administer the medicine.
- Children with inhalers - please ensure your daughter/son has their inhaler with them in school - this will be stored in a place that is accessible for the child to use.

School uniform and a few other things

- We ask all children attending TMPS from 1st June to wear the usual school uniform.
- Snacks and water - Break time snacks from the kitchen will not be available, so children can bring their own healthy snacks for their designated morning break - this will help children until their lunch break. Children should also bring in their own water bottle (labelled with their name please).
- Sports kit - children will not need sports kit in school.

Home learning

- Over the half term break, as this is a designated holiday period, staff will not be setting home learning tasks. For children learning from home, on-line learning (Purple Mash, do-jo etc.) will start again from Tuesday, 2nd June.

Key Points Summary

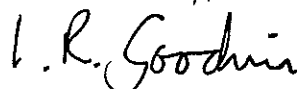
- TMPS will be closed on Monday, 1st June for pupils - key worker children can still attend.
 - Our school, if the government says it's ok, will re-open for certain groups on 2nd June 2020.
- Children will work in bubble groups - staff and classrooms may be different - you'll be told which bubble your child is in on Monday, 1st June if schools are allowed to re-open.
- Check the start/end times for your child on page 2 - these will be different from when we closed.
- Follow the social distancing rules when dropping off/collecting children and do not congregate or group together in the school grounds, by the school gates or in the roads around the school.
- Speak to us if there are any things you are unsure about.

Thank you for the continuing help and support you are providing. Although we are embarking on a different ending to the current school year, I am confident that we can all continue to move forward positively through this next transitional stage in our country's response to the coronavirus pandemic through the mutual help and support we provide for each other.

Please do not hesitate to contact the school on 01785 337500 if there are any questions you wish to ask.

Best wishes for a good half term break and stay safe.

Yours sincerely,



I R Goodwin
Headteacher