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Head teacher: Mrs N. Batt

1<sup>st</sup> March 2021

Dear Parent/Carer,

### **Re-opening of primary schools**

Further to the government's announcement regarding the re-opening of primary schools to all pupils on 8<sup>th</sup> March, I am now in a position to advise parents of our plans. Much of the information in this letter is a repeat of previous procedures with a few adjustments to take account of current governmental updates and a review of the previous systems and procedures that we have implemented. I am sure you understand that there has been much thought and consideration in ensuring that our plan meets with Health & Safety regulations alongside the government guidelines for opening. To enable us to manage and mitigate the risks we would ask that parents adhere to the following expectations and support us in being able to bring pupils back to school safely and enable us to follow the path out of lockdown that is very much hoped for.

We will review all procedures during the Easter break.

**Please read the following information carefully – I appreciate it is long but it includes all the necessary information.**

### **Bubble Groups**

We will continue to have 3 phased bubble groups

Bubble A – EYFS, Year 1 and Year 2

Bubble B – Year 3 and Year 4

Bubble C – Year 5 and Year 6

Within these bubbles children will predominantly stay with their class although they may move to other classes as fits with their educational needs e.g. for Read Write Inc groups. Where pupils move to another room within their allocated bubble they will be seated with children in a stable format to minimise the risk of mixing groups.

## **Arrival at School**

Since September we have reviewed our arrival at school. As a reminder:

### **Bubble A**

EYFS	Arrive 9:10am	Register at 9:15am
Year 1 & 2	Arrive 9am	Register 9:05am

Walk up the path that leads to our reception with your child, go through the year 1 gate to the door of EYFS/Year 1 Classroom. Your child will be met by a member of staff. Parents exit by the EYFS gate into our car park. Traffic will have ceased through our Drop and Go.

### **Bubble B and/or C**

Years 3, 4, 5 & 6      Arrive Between 8:45am and 8:55am

Through the Nag's Head car park. Work at the car park will be completed by Monday 8<sup>th</sup> March. This has been extensively renovated with a one way system for cars and renewed surfacing. Please be respectful of each other and the owners of the Nag's Head when using the car park. Park in the allocated spaces and leave immediately after dropping your child. To enable us to keep this entrance open, please wait patiently with your child, adhering to social distancing and do not stop to chat to other parents.

### **Drop and Go**

Any pupil may arrive through the Drop and Go between 8:45am and 8:55am.

## **Equipment**

Guidance on equipment has been adapted. We are now able to have soft furnishing and full use of equipment. Each bubble group will have their own equipment to use. Equipment will be cleaned before it is used by another subgroup.

## **Collection**

Due to reduced lunchtime to enable us to manage the staffing and Health & Safety implications, school will continue to finish slightly earlier. However, children are still receiving the allocated time for education as directed by law.

### **Bubble A**

EYFS:	2:40pm
Year 1 & 2	2:45pm

Parents to enter by the EYFS gate from our staff car park. Collect your child and exit through the year 1 gate, down the path and out of the school.

### **Bubble B**

Year 3 & 4:      2:50pm

The wood gate at the front of the year 3 classroom will be manned by a staff member. Parents will enter and collect their child then keep moving through the patio area out of the gate by reception, down the path and out of the school. Children will be lined up on either

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side of the patio area and parents will be directed through both gates rather than us sending pupils out to parents. **We would ask that you wait in single file along the path and not to bunch together to allow parents with younger pupils to pass along the path.** No waiting in the patio area will be allowed at any time and parents will be asked to move along. If you are waiting for a year 5 pupil you will be asked to move through and round again once all pupils are collected.

#### **Bubble C**

Year 5 & 6: 3pm

Year 6 pupils will depart through year 1 classroom and year 5 pupils through the exit by year 3 & 4 classrooms. Again please move through both gates as directed by staff.

Please limit those who are dropping off/collecting to one person. We are only allowed to release pupils to their parent/carer. **If someone else is in your support bubble and will be collecting your child please send a letter to us by 5<sup>th</sup> March 2021 advising us of this. We will not allow pupils to go home with other parents during the next 3 weeks.**

Any necessary meetings with the Headteacher or staff will continue to be via telephone. **Visitors will only be allowed on site if an appointment has been booked.** Office staff will keep the glass closed and only 2 persons (including a child) will be allowed in reception at any time. **Therefore, if you are late then you may have to wait a while on the path outside the school until we are able to register your child in the school. Children will not be able to wait in the reception area at any time.**

**Masks must be worn on school premises at all times including the outside patio areas.** If you are exempt from wearing a mask please ensure you are wearing the relevant lanyard. If you arrive without a mask we will offer you a mask to wear. I recognise that previously some of you have disagreed with this request- please be advised that government guidance states that parents should wear masks in public places.

#### **Clothing and equipment from home**

Children will be expected to wear full uniform. As a reminder we expect pupils to wear black shoes, not trainers or heels, and hair accessories should be kept to a minimum in school colours. Children will continue to wear their PE uniform on these designated days:

Years 1 & 2	Tuesday
Years 3 & 4	Tuesday and Wednesday
Years 5 & 6	<b>Monday</b> and Thursday

PE kit includes a maroon PE T Shirt, Moreton hoodie and either black/maroon jogging bottoms/leggings or shorts.

Year 1 will continue to attend Forest School on Thursdays and Year 2 will attend Forest School on Fridays. Children should bring a water bottle and a book bag with their reading book only. No other equipment is required.

### **Lunch and break sessions**

These will continue to be staggered throughout the lunch period so that children do not mix across 'bubbles'. They will have 45 minutes for lunch. Those in the junior years (years 3 – 6) will have their lunch break later and it is therefore important that they have a healthy snack for break time. The hall will be cleaned between each session. The playground and play areas have been arranged so that each 'bubble' remains in the same area and does not mix. It will be staffed by LSAs/MDAs who are working in that bubble.

We will be providing our full menu – details are available on our website.

### **Cleaning and Hygiene**

On entry to the school, children will be asked to wash their hands. They will also be asked to wash their hands at regular intervals throughout the day. Hand sanitiser will also be available. High use areas such as door handles etc will be cleaned frequently. All equipment, including outdoor equipment, and areas will be cleaned daily as required under government guidelines. All rooms will have cleaning equipment and hand sanitisers.

### **Medical Concerns**

If your child is unwell, please contact the school in the usual way to advise of the reason for absence. The current attendance and absence policy will apply. If you leave a message please confirm whether or not your child has any symptoms relating to COVID 19. If a child is unwell during the day they will be moved to our medical area in an isolated area. Staff dealing with a pupil who is unwell will always wear PPE equipment and, if possible, remain at a distance.

Children will not be required to wear face mask/shields.

If a child has COVID 19 symptoms they must remain at home and you must get your child tested. Parents are asked to inform the school immediately of the results. We will check with the local authority who will immediately risk assess those who have been in close contact within the school to advise on who else needs to self-isolate within the bubble. We will follow government guidance regarding any other staff or pupils who may need to isolate.

Staff are undertaking lateral flow tests twice a week.

### **Childcare support before and after school**

Breakfast club will re-open from 8<sup>th</sup> March from 7:45am. The gate to breakfast club will be closed at 8:30am and no children will be permitted in after this time. Children will continue to be separated into their three bubble groups to minimise contact across the groups.

All after school clubs have been suspended for the next 3 weeks. We hope to resume clubs as soon as possible and further details regarding the after school clubs after Easter will be given in due course.

### **Learning at home**

Well done to all pupils for their concerted efforts to submit work on the relevant virtual learning platform – we have been very impressed at how well so many of them have managed their learning remotely. We would ask children to bring in any work they have completed at home. They can keep the handwriting book at home for them to continue practising these skills. As you have been working so hard with pupils at home we have decided that homework for the next 3 weeks will be:

- Reading
- Times table Rockstars or Numbots
- Practising spelling of common exception words

On Friday 5<sup>th</sup> March, teachers will post work for the pupils and have a celebration assembly, however, they will not be as readily available on line as they will be preparing their learning environments ready for pupils to return to school on Monday.

Any Chrome book devices that were borrowed for remote learning need to be delivered and signed back in at reception by Monday 8<sup>th</sup> March. We hope you found them useful tools and we would love to hear your success stories for these.

### **Adjusting to school life**

We appreciate that for some pupils, it may be difficult for them to readjust to school life again after a long period of time at home. During this week, teachers will hold a zoom session with pupils to support them in returning to school next week – it will include a reminder of what to expect and answer any questions they may have. Any pupils who we feel will benefit from a phone call about returning to school will be contacted prior to return.

At the end of this letter is a guide for you as parents to go through with your child to support them in settling back into school life. We have a COVID guide on our website for parents.

### **And Finally...**

I understand that as parents this has once again been a challenging time for you and I would like to thank you for embracing the home-learning with your children and ensuring that their education continues, albeit in a different way. We recognise that some of you have also had to manage working from home as well as tutoring and we know only too well the pressures that this puts on families. I would like to thank you for your continued support of the school.

We are really looking forward to welcoming the children back next week. Take care and God Bless.

Yours sincerely



Mrs N. Batt  
Head Teacher

List to help your child settle back into school:

- Check that their uniform fits (shoes will last until Easter)
- Find books, bags, PE kit etc
- Tie back long hair that will need cutting once the hairdressers open
- Remind children about expected language and behaviour at school
- Try to cut down on the never-ending daytime snacking
- Get dressed before 9am
- Bring bedtime back to a reasonable time by 30 mins a day
- Remind children how to be kind and show patience to classmates
- Remind them of all the good things they have learnt during lockdown
- Reassure your child that it's perfectly ok to miss you but that you are ok and will be back at the end of the day to collect them

*Stay calm and smile*



Essex have put together two webinars for families:

- o Part 1: [Looking after yourself](#) (28mins)
- o Part 2: [Looking after your family](#) (39mins)
- o Essex Local Offer: [Coronavirus support wellbeing and mental health](#)

You may find that these provide you with some helpful advice and information to support your emotional wellbeing and mental health.