



12<sup>th</sup> June 2020

**Executive Head:** Mrs M. Mohamed BSC.HONS, LPSH, PGCE, PG.DIP

**Acting Head:** Mrs D. Ghafori

Dear Parents/Carers,

Assalamu Alaikum

Firstly we hope that you and your families remain well and safe, insha'Allah.

Over the last few weeks we have been looking at all the guidance, reviewing the needs of staff and evaluated the parents' survey.

We are therefore now in a position to let you know the following:

- The provision for key worker children will continue as will the provision of Learning from Home for all year groups.
- We have undertaken a thorough risk assessment exercise and given the size of the classrooms and the staff we have available, we are only able to phase back Reception children, one group (bubble) at a time, from Tuesday 23<sup>rd</sup> June until Friday 10<sup>th</sup> July 2020 on a part-time basis. Based on the completed survey received from parents there will be a maximum of two bubbles, upon which we have based the return to school plan set out below.
- The last week of the Summer term, i.e. Monday 13<sup>th</sup> July to Friday 17<sup>th</sup> July we will invite Year 6 pupils for a transition to secondary school and farewell to primary week. This means that during that time we will not be able to accommodate Reception children.
- Whilst the Government's social distancing measures remain at the current level, we are not in a position to extend the provision to other year groups.

This letter sets out to answer all the questions you may have for those year groups coming back; we are addressing it to all year groups so everyone is aware of the measures being taken in order to keep everyone as safe as we can.

Who is coming back when?

	Mon	Tues	Wed	Thurs	Fri
<b>Week 1:</b> <b>w/b</b> <b>22.06.20</b>	Keyworkers	Keyworkers Rec. Bubble A	Keyworkers	Keyworkers Rec. Bubble B	Keyworkers
<b>Week 2:</b> <b>w/b</b> <b>29.06.20</b>	Keyworkers Rec. Bubble A	Keyworkers Rec. Bubble A	Keyworkers Thorough Class Clean	Keyworkers Rec. Bubble B	Keyworkers Rec. Bubble B
<b>Week 3:</b> <b>w/b</b> <b>06.07.20</b>	Keyworkers Rec. Bubble A	Keyworkers Rec. Bubble A	Keyworkers	Keyworkers Rec. Bubble B	Keyworkers Rec. Bubble B
<b>Week 4:</b> <b>w/b</b> <b>13.07.20</b>	Keyworkers Yr 6 Bubble A	Keyworkers Yr 6 Bubble B	Keyworkers Yr 6 Bubble A	Keyworkers Yr 6 Bubble B	Keyworkers Thorough Class Clean





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### What happens with Reception Keyworker children?

If you wish your child to be in every day, Monday to Friday, they have to remain in the Key Worker group (mixed Year group) and will not be able to attend with their year group in line with government guidelines of not mixing different bubbles. This means, that a child cannot attend both the key worker group and the Reception bubble.

### Who will be teaching my child?

Parents of children coming back to school will receive a separate email to let them know which teaching staff will be allocated to their child's bubble. We are intending to ensure that staff leading each bubble is familiar with the children. However, if a staff member is unable to attend for a genuine reason, this may not be possible.

### What are the drop off and pick up arrangements?

Children will need to be brought into school via the staff car park. A member of staff will be at the gate to greet the children and direct them to the hand sanitizing station.

Please ensure that you queue on the crosses marked in the car park and do not stand in groups near the entrance gate. Please leave promptly after drop-off and pick-up; everybody needs to respect social distancing rules in order to keep everyone as safe as possible.

Arrival and departure times will be staggered; your time will be indicated when you receive the additional email.

Keyworker drop offs and pick-ups will remain the same, through the staff car park and main gate into the playground. However, we ask parents not to enter the building, but drop off their child at the main gate.

You will also be given a pick up time – it is essential that parents pick up their children PUNCTUALLY at the allocated time, to respect social distancing rules and keep everyone as safe as possible.

The above applies to drop-off and collection on wet days.

### Does my child wear school uniform?

We have been advised that children should come to school in their own clothes. This is to minimise the amount of lost property and handling of clothing and enable parents to provide clean clothing every day.

Children should wear clothes that are suitable for PE and outdoor learning activities.

If your child wears a coat, they will place it on the back of their chair in the classroom. Cloakrooms will not be used. It is vital that all clothing which may be removed, e.g. sweatshirts, cardigan, coats, are named.





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### What are lunch time arrangements?

School lunches will not be provided and children need to bring in packed lunch in a disposable plastic- or paper bag. They will also need to bring in a named water bottle. The dining room will not be used for dinners and pupils will eat in their classrooms supervised by lunch time staff.

### How will the children be organised at playtimes and lunchtimes?

Timetables have been prepared for keyworkers and bubbles. Playtimes and lunchtimes have been staggered in order for the outdoor space not to become overcrowded. Bubbles will be given their own designated areas when they are outside. They will not have allocated squares or stars to sit on (as seen on social media). Instead, they will be encouraged to play sensibly, at a distance and without physical contact. However, bearing in mind the age of the children, social distancing will be encouraged but cannot be expected to be followed consistently by children.

### How will school manage the use of pencils, rulers and other stationery items?

Every child will have an individual, re-sealable plastic bag with their own stationery items in. This will be provided by school.

### What does my child need to bring to school?

A named water bottle, lunch in a disposable bag, fruit for snack time, coat for rainy days and a small, labelled hand sanitizer (should they wish to do so) which can be kept in school.

***Please do not let your child bring any other items in from home.***

### Will the staff be wearing PPE?

We are aware that particularly our younger children will find social distancing difficult and staff often work closely with individual children. In addition to that almost all our staff and children belong the BAME community which has been identified as being at greater risk from Covid-19, and we are therefore providing our staff with PPE.

### Can I come to the office window?

The school office window will not be open for enquiries. Please use the phone or email admin [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk) if you have a query.

Should you need to drop anything off, leave it at the main gate (staff car park), ring the buzzer, let admin staff know what you have left and who it is for. Please avoid doing this if you can as it will only add to the risk factors.

### What hygiene routines are going to be in place for my child?

Every child will use sanitizer upon entry of playground in the morning and then wash their hands on entering and leaving the classroom. They will be reminded frequently how best to wash their hands and staff will remain vigilant that this is being done. Children will be able to have access to hand sanitizer, whether it be their own or the classroom supply.





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How are you ensuring that classrooms are kept as clean as possible?

We have a plan that outlines the regular cleaning tasks during the day such as the wiping down of door handles, tables, sink areas. The classrooms will be cleaned daily, bins emptied, surfaces disinfected. On the 'close down' day, each classroom will have an additional thorough clean. We have drafted in extra cleaning staff to enable this to happen.

What if I decide that my child will not return to school?

You have the right to keep your child at home and this will be authorised. If you do decide to send your child to school, you must inform us of your decision via email to [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk) by Wednesday 17<sup>th</sup> June so Bubbles and staffing can be finalised. After this date, not additional pupils can be added to the bubbles. The initial plan for staffing and bubbles is based on the survey results.

What if my child should be in school and is unwell?

If your child is unwell, please phone the school office as you would normally. We will be taking daily registers and if we don't know where your child is, we will be making a phone call home, as is normal practice. Please be reminded that children should be kept at home for 48 hours if they have sickness and/or diarrhoea.

What if a child or member of staff displays symptoms of Covid-19?

If your child displays any symptoms of COVID-19 you should arrange for them to have a test and let school know immediately. If a child or member of staff display symptoms of Covid-19 the bubble including staff working with the bubble, will be asked to self-isolate at home for 14 days and follow government Covid-19 guidelines.

Is there a Risk Assessment in place?

Our Health and Safety Team has produced a detailed risk assessment which will be emailed separately next week.

We appreciate that some of these points will not be what parents have hoped for, but the safety of our children and staff has to be the upmost priority.

We genuinely miss all our children – teachers did not enter the profession to educate them remotely but under the present circumstances this will have to continue for most of our pupils.

We would like to thank you all for your continued support.

Wasalaam

Mrs D. Ghafari  
**(Acting Head Teacher)**

Mrs M. Mohamed  
**(Executive Head Teacher)**

