



Sir Robert Geffery's School
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Dear Parents

In line with the government's guidelines we have spent the past week reading information, thinking, discussing and planning our approach and the changes that will need to be made to protect pupils and staff alike.

The first phase, with our building and grounds and number of staff, is very do-able and it is this that we are working on at present. We will be making changes to our policies and practices, which is sad but essential at this time.

Initially school will be open to all children in Reception, Year 1 and Year 6 - Monday to Thursday and key worker children only on Monday - Friday. This is to allow teachers and staff to prepare and organise work and to review the week. We may be able to extend this after the first few weeks when we have evaluated the systems.

To enable you to make informed decisions I am giving you information about how we will be operating. If you have any good ideas to share after you have read it, please email Mrs Curtis head@sir-robert-gefferys.cornwall.sch.uk. We want to make it work for the whole community.

- 1) We will be doing a meet and greet from 8am to allow for children who need to come in at this time. We will need to know numbers so that we can staff this properly. Parents or carers will not have to get out of the car.
- 2) With the smaller number of children in, we will be using a similar system at the end of the day and will publish this next week. We do not want any additional adults in the building, which is totally opposite to our usual open door policy, but necessary for safety.
- 3) On entry, children will wash their hands and be taken to their base or hall depending on time of arrival. We want children to wear school uniform or PE kit, but ask for this to be washed daily. We do not want many possessions moving between school and home so if packed lunches are brought in, we ask that they are in disposable containers. We would prefer school dinners to be taken to reduce the need for this.
 - We would like the children to bring in a named water bottle that stays in school.
 - We ask that book bags are not brought in and different reading books are used in school and at home.
 - We would like Year 6 to bring in a pencil case that they leave in school - we can provide any additional contents and we will, as part of transition, teach them to use a biro neatly as expected in Year 7.
 - Finally we would like suntan lotion to be applied before school and a sunhat to be brought in and to be kept in school. Please name all possessions.
- 4) Year 1 will be given a set of things that they need to use and a tray for their books etc.
- 5) Learning will take place outside in many different ways - our staff are experts at this and it has always been a school strength. We are asking that a coat comes in that can be left at school so it is always there to use.

- 6) Children will work in smaller groups and have a designated adult - teachers will lead the teaching activities. Year 6 will each have a chrome book allocated so that they can still work independently as part of transition. They will work in two groups with the two rooms upstairs and the undercover area.
- 7) Reception will have two inside bases and three outside and will work in three groups. They will use the rear entrance of the Qube.
- 8) Year 1 will be split into two and use Year 1 and Year 2 classrooms and their outside practical space will be set up where the bikes are. We have ordered new easels and picnic benches.
- 9) Our key worker children, who are not in those year groups, will continue to be in the Year 4 / 5 classrooms and ICT space.
- 10) Very thorough cleaning will take place at the end of every day; but surfaces, door handles and equipment etc. will be cleaned after each session and toilets at lunchtime as well.
- 11) Hand washing will be supervised and happening frequently as this is the best way to prevent spreading. Children will be taught to use tissues and bin them and we have purchased plenty. Also, coughing into the arm etc. will be expected.
- 12) The curriculum will be adjusted to support the transition, but also the opportunity to support the children in focussed learning in small groups will be taken. We will be making sure the transition curriculum includes plenty of physical activity, PHSME and well-being work alongside some structure that children need.
- 13) If your child is in Reception, Year 1 or Year 6 and is not in school, we will be signposting learning activities, but will not be able to provide the same level of activities because staff will be working with children on site. We hope that we will put suggested activities online once a week.
- 14) Online learning activities will continue to be provided for Years 2, 3, 4 and 5 but again are likely to be scheduled ahead of time, as all staff will be on site due to the staff ratios required initially to open the school. We will endeavour to continue to make calls to Year 2, 3, 4 and 5 pupils.
- 15) In preparation, we have had an outside sink installed, ordered plenty of cleaning materials, additional picnic tables, two painting stations (one for Reception outside and another for Year 1), purchased and set up 30 chrome books and organised clipboards.
- 16) We will be organising teaching spaces and putting up signage etc. and have purchased flip charts for outside use etc.

The government will make a decision on Friday 28th May as to whether 1st June is the date depending on current statistics, but we have been given at least three weeks preparation time. This is far better than the two days closure notice.

We hope you can see from the information we have given, that we are doing everything we can to minimise any risk and to make school as safe an environment as we can for staff and pupils alike. We felt you needed all the information in order to make your decision.

To continue our planning and preparation this week, we would like to gauge how many children are likely to be in these groups. So please **read and respond to this questionnaire ASAP** <https://forms.gle/wP7hgwMSqPuzqnp6>. I would like you to respond either by completing the questionnaire or Emailing admin@sir-robert-gefferys.cornwall.sch.uk by Wednesday 20th May.

Yours sincerely

Mrs J E M Curtis
Headteacher