

Middlefield Primary Academy

Part of The Diamond Learning Partnership Trust
Established in the Queen's Jubilee year 2012
Andrew Road, Eynesbury, St. Neots PE19 2QE

Tel: 01480 375270 email: office@middlefield.cambs.sch.uk

CEO: Mrs Susannah Connell BSc MA (Ed Mgt.) NPQH
Headteacher: Mrs Carol Besant

2nd March 2021

Dear Parents and Carers

I am writing to you all to provide details about our plans to return on March 8th 2021. We have now received guidance from the Department for Education and the school will open fully on this date, offering all pupils a broad and balanced curriculum on all days.

We are all very excited to have all the children back at Middlefield. There will still be precautionary measures in place to keep pupils and staff as safe as possible and school will not look or feel like it did pre-lockdown for a while. However, we are able to share some of the details with you here.

It will be very much like our September 2020 reopening.

All teachers have once again been busy re-organising their classrooms to comply with guidance.

Please read the following information carefully.

- We want to reassure you that the safety, health, and wellbeing of everyone in the school community is our highest priority.
- We continually update our COVID-19 risk assessment and shared the results with everyone who works here.
- We have put in place the full recommendations that Government scientists have made for 'protective measures.' This means that the school can run as safely as possible.
- We have cleaning, handwashing, and hygiene procedures in line with guidance.
- We will ensure good hygiene and social distancing, wherever possible.
- Government advice sets out a 'hierarchy of controls' - five important areas that schools can implement to significantly reduce the risk of infection.

These are the key actions we are taking:-

We have complied with the government's guidance on managing the risk of COVID-19. This includes:

- 1. Minimise contact with anyone who is unwell by ensuring that individuals who have coronavirus (COVID=19) symptoms, or who have someone in their household who does, do not attend school.**
 - We will continue to follow government guidance regarding any staff or pupils who develop symptoms or become unwell. Any child who shows possible symptoms will be isolated and you will be asked to collect them and advised to take a test.
 - The government has also set out clear guidance to schools regarding any confirmed cases of COVID 19 and all staff have received training and guidance.
- 2. Increasing the personal hand-hygiene of pupils and staff**
 - We have already developed good practice in this area.

- We will continue to focus on good hand-hygiene. There are posters around the school, and we will regularly reinforce this important message within our groups. We have plenty of soap and appropriate cleaning materials.
- Hand sanitisers are at every entrance to school.

3. Ensuring good respiratory hygiene

- We will continue to support pupils to practise good respiratory hygiene this includes coughing into their elbow and 'catch it, bin it, kill it'. All classrooms will have tissues and bins. We will increase how often bins are emptied.

4. Increased cleaning of surfaces and equipment

- When pupils return, all surfaces will continue to be cleaned more often than usual. We will limit the children's use of shared equipment. Where equipment is shared, it will be cleaned in between use.
- All children will have their own desk space, facing forward, their own chair, and their own equipment in a plastic wallet. These will be wiped down at lunch time and at the end of the day.
- Breaks and lunchtimes will be staggered. Tables and chairs will be thoroughly cleaned between each lunch sitting. Most children will eat their lunch in their classroom.

5. Minimise contact between individuals and maintain social distancing where possible.

- We are following Government guidance. Children are organised into their original year groups - 'bubbles.' They will be taught in their own classrooms. Interaction and contact between bubbles will be minimised during the school day but within the bubbles, we will not ask the children to socially distance themselves.
- Children will stay in their 'bubble'. Children will not mix with others outside their bubble.
- Adults will always try to remain 2m apart from each other and keep their distance from the children as much as possible. This will allow staff to teach in different bubbles.
- We rely on families to stick to government guidelines at home.
- Lunchtimes and playtimes of groups will be staggered, to keep them as separate as possible.
- Classrooms will be kept well-ventilated.
- In all public and common areas staff will wear masks inside.
- Large gatherings such as assemblies or parent events will not take place during the Spring Term. This will be reviewed in line with further guidance. We will continue to have celebration assemblies, but these will take place via zoom.

The planned school day

- We have staggered how, when and where the pupils arrive and leave school. This is to minimise the size of gatherings in the playground.
Please note new timings for EYFS

	Start school	Finish School
EYFS	8.55 am	3.05pm
Year 1	8.45 am	3.15pm
Year 2	8.45 am	3.15pm
Year 3	8.50 am	3.20pm
Year 4	8.50 am	3.20pm
Year 5	8.40 am	3.10 pm
Year 6	8.40 am	3.10 pm

If you have siblings in different classes with different start/finish times, then please bring your children at the earliest time and pick up at the latest time.

For example - If you have a child in EYFS starting at 8.55am and one in Year 5 starting at 8.40am, ensure the Year 5 child is dropped off first, then go to EYFS entrance straight afterwards.

It is essential that your child arrives on time, but please refrain from arriving too early as we need to adhere to government guidance and social distancing for your safety on the playground.

Reading books

- We will be able to send reading books home with your child, but these will have to stay at home until they need to be changed. These books will have to be stored for a few days when returned, before they are cleaned and returned to the shelf.
Expectations for reading at home remain the same (5 x a week). Teachers will not be recording in the home/school diary. However, the children's reading will be acknowledged on Class Dojo and Tapestry for EYFS.

What we ask of parents and families

We want to keep everybody in our school and wider community as safe as possible. Therefore, we ask that you adhere to the following.

- You and your family stick to government guidelines in respect of social distancing.
- You keep to social distancing guidance in school and on the school grounds. This means that you/and/or your child, must arrive and leave at the given time. Parents should not gather at any point on the school grounds.
- We will not allow parents into school unless there are very exceptional circumstances. Communication should be through email to the school office or through ClassDojo or Tapestry to your child's teacher.
- Any necessary meetings will be held virtually, where possible.
- Children should attend school wearing their school uniform.
- PE Kit- PE kit and trainers **must be worn to school** on your child's PE days.

From March 8th - PE days

EYFS	Friday
Year 1	Thursday & Friday
Year 2	Thursday & Friday
Year 3	Tuesday & Thursday
Year 4	Tuesday & Wednesday
Year 5	Tuesday & Thursday
Year 6	Tuesday & Friday

- You must not send your child to school if they are at all unwell.
- You send your child to school every day with a coat, water bottle, sun hat and packed lunch (if not having a school lunch). We will continue to provide school lunches for those who require them. KS2 children may bring in a small back-pack. No mobile phones.
- Lunch times are also staggered. All other year groups will collect their food and eat in their classrooms.
We ask that all children bring in a named water bottle. This is essential.
- Our behaviour policy includes the expectations that all pupils in school adhere to requirements for social distancing and hygiene. **Any pupil who is not able to do this may be sent home.**

Please rest assured that we have taken every possible precaution to keep your children, staff and families safe, as we did in September. We also update our risk assessment weekly with any developments/changes needed.

Thank you all for your support, feedback and cooperation with your child's remote learning. You have really done a marvellous job. Now it is time to hand your children back to us and I look forward to welcoming you and your children back on the school gates (socially distanced of course!).

School will be slightly different, but Middlefield will continue to be the same wonderful place to learn as it always is.

If you have any questions, please do not hesitate to contact the school office.

Best wishes

A handwritten signature in blue ink, appearing to read 'Carol Besant', with a large, stylized initial 'C'.

Mrs Carol Besant

Headteacher