

Middlefield Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee year 2012

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3rd September 2020

Dear Parents and Carers

I hope you all had a wonderful summer holiday. I am particularly excited and eager to get back to school. As many of you are aware, during lockdown I was lucky to spend all my time at Middlefield and I loved every single minute of it! I am excited to be the new Headteacher, and with the amazing staff at Middlefield, we will make sure this 'new normal,' is as just as good, if not better than the usual 'normal'!

I know you will have a lot of questions about reopening. All teachers have been busy re-organising their classrooms to comply with guidance. You have already received this letter at the end of the summer term, but I have included some extra information (in [blue.](#))

Tomorrow, I will send out a power-point so that you can go through what the school day will look like with your child/ren.

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 have carried out a 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, hand washing, 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

Minimising contact with those who have or live with someone with symptoms of COVID 19.

- 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.

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- 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. Please see separate guidance attached with more information.

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

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.

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.

Increased cleaning of surfaces and equipment

- There has been a full and comprehensive clean of all areas of the school.
- 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. Some children will eat their lunch in their classroom.

Re-organising pupils and the school day

- We are following Government guidance. Children are organised into teaching groups - 'bubbles.' They will be taught in their own classrooms within the bubbles.
- 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.
- 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.
- Large gatherings such as assemblies or parent events will not take place during the Autumn 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.
 - September 7th Years 2, 4 and 6 start
 - September 8th Years 1, 3 and 5 start
- (EYFS see separate letter for reminders of zoom meetings and start dates)

		Start school	Finish School
Bubble 1	EYFS	9.00 am	3.00pm
Bubble 2	Year 1	8.45 am	3.15pm
	Year 2	8.45 am	3.15pm
Bubble 3	Year 3	8.50 am	3.20pm
	Year 4	8.50 am	3.20pm
Bubble 4	Year 5	8.40 am	3.10 pm
	Year 6	8.40 am	3.10 pm

Please note, pupils and parents should use the usual class entrances. 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 9am and one in Year 5 starting at 8.40am, ensure the Year 5 child is dropped off first, then go to EYFS entrance.

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 from September, 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.

Class Dojo

Each class will continue to have their Class Dojo accounts. On here, you will continue to see when your child receives Dojo points for their hard work in school. This page is not intended for communication between teacher and parent, any communication still needs to go through the office however some messages may be placed on here (any messages will also be communicated via Arbor or letter).

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 to accept and 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 TAPESTRY for EYFS.)
- Any necessary meetings will be held virtually, where possible.
- Children should attend school wearing their full school uniform. We will be expecting all children to adhere to this.
- PE Kit- PE kit and trainers must be worn to school on your child's PE days to avoid disruption. (Middlefield school jumper, white t-shirt, black, grey or blue shorts/joggers)
- Reception children bring in their PE kit into school (Thursday), as it is important that they learn to dress/undress.

Autumn A (Subject to change)
PE Days Year 1-6

Yr 1	Monday & Friday	Yr 4	Tuesday & Friday
Yr 2	Monday & Friday	Yr 5	Monday & Tuesday
Yr 3	Tuesday & Thursday	Yr 6	Tuesday & Friday

- You must not send your child to school if they are at all unwell.
- To protect our administrative staff, we will work in a paperless way, as far as possible. You will receive an email from the office staff if your child has had an accident in the day and first aid has had to be administered.
- You send your child to school every day with a coat, named water bottle, wellingtons, sun hat and packed lunch (if not having a school lunch) . We will continue to provide school lunches for those who require them.
- Lunch times are also staggered. EYFS, YR5/6 will eat in the school hall. Yr1/2 & Yr3/4 bubbles will collect their hot lunch and eat in the classroom.
 We ask that all children bring in a named water bottle. This is essential.
- We have amended our behaviour policy to include 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 see the link below which is a useful guide to support parents and children for their return to school. <https://www.cambslearntogether.co.uk/asset-library/Welcome-Back-to-School.pdf>

Please rest assured that we have taken every possible precaution to keep your children, staff and families safe. We will be sending further information in the next few days. We also update our risk assessment weekly with any developments/changes needed and will update you regularly at the start of term. Thank you all for your support and cooperation and I look forward to welcoming you and your children back on the school gates! 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



Mrs Carol Besant

Headteacher