



Morecambe Bay Community Primary School  
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22/05/2020

Dear Parent/Carer,

Thank you for your support and patience while we have decided upon the best possible response to the announcement and debate over extending school provision. We want to bring the children back to school, but we want to do so safely, without putting your precious children, your family members, our staff and their families at risk.

Senior Leaders and Governors have taken into account the following when reaching our decisions:

- Parent and child responses from our questionnaire and telephone chats
- Staff opinions
- Medical advice
- Government guidelines
- Union statements
- Local school leadership forum statements

We have decided that in extending our existing provision we will prioritise increasing numbers for Key Worker and Vulnerable children. The next group we will prioritise will be Year 6's, who are preparing to take the huge step of moving to High School and saying goodbye to their friends and teachers.

The Government is clear in its expectation that schools should ensure better take up of places from children who fit the criteria for its Key Worker children and Vulnerable child provision. Our current demand in this category has grown from around 7 children per day in the first week to around 30 children, in two classes per day. We would like to extend this by offering further places per day from June 2nd 2020. This would mean that we would increase our current key worker and vulnerable provision from two classes to four classes of between 10-15 children. **These classes will start from Tuesday 2<sup>nd</sup> June. Key worker and vulnerable child provision will be closed on 1<sup>st</sup> June** to facilitate the preparation of the school environment for our new arrangements. If you feel that your circumstances now warrant your child's inclusion in this provision, you should phone/ e-mail school so that we can make the necessary arrangements.

Further to this increase, we wish to offer a **two week** transition Unit of work in school for Year 6 children, who we anticipate being split over three classes. **This provision will start on 2<sup>nd</sup> June and finish on 12<sup>th</sup> June.** We are hoping that following the completion of this two week block, Year Six will then be signposted to online transition work provided by their High Schools to be completed at home.

**All** children not attending school will continue to be supported by our teachers who will still be providing home learning packs. It is vital for your child that they work on the tasks covered each day.

Staff will continue to support you and your children to do this by providing catch up calls and responding to your queries via e-mail. Children who are not participating in home learning will be falling behind their peers, causing them problems that are avoidable. If you are struggling to access home learning, please contact school so that we can offer you some assistance.

We are aiming to keep each of the new class sizes to between 10-15 children, to allow 2M distancing between children and adults. The government guidance issued to schools acknowledges that in Primary schools, it will be impossible to guarantee full distancing at all times, but urges this to be our aim. In order to facilitate this we will be creating two "bubbles" in each class, each attached to a teacher or TA. Their allocated staff member will stay with them and as far as possible will not change. Each bubble will stay within this group and play times, lunches etc will be staggered to accommodate this arrangement.

Classrooms will be altered to create individual work stations for each child with their own pack of resources/ classroom equipment to minimise the sharing of equipment; apparatus and soft furnishings will be removed and we will be creating one way systems for movement around school and staggering drop off and pick up times. Playground zoning arrangements will further cut down interaction between groups. As you can see there will need to be a lot of new rules for the children to understand and comply with, another reason why we have focused on the older year groups for our first phase of extending school provision.

The above arrangements doubles the number of staff and classrooms needed for each year group and therefore makes it impossible for us to accept a larger number of key worker/ vulnerable children and 4 year groups of Nursery, Reception, Year 1 and Year 6, mentioned in the Government announcement. We simply do not have enough rooms or staff to accept any other children than those mentioned above ie Key worker/ vulnerable children and Year 6, without severely reducing the protective measures we can put in place. At this stage our decision has been to place safety over numbers of children attending.

A full protocol of arrangements in response to Covid -19 are attached to this letter but a summary of the most important details for you to be aware of are as follows:

- The first date for children to be in school will be **Tuesday 2<sup>nd</sup> June**
- Drop off times for Key Worker/ Vulnerable are 8:50, and for Year 6 - 9:05
- If they are in Yr 5 or 6 they can come to and from school independently, if this is not appropriate then only one adult should accompany the child.
- Year Six children should use the gate at the top of our playground, nearest to Euston Road and then enter school via the fire escape next to Foundation Stage. They will be working in the classrooms around the Upstairs Hall.
- Early Years (Nursery and reception) children should enter school via the gate closest to Euston Road and enter school via the Foundation Stage entrance.
- Key Stage 1 (Years one and two) children should enter via the bottom gate closest to the staff car park and walk around the back of school to Year 1/ Miss Brook's classroom entrance.
- Key Stage 2 (Years 3,4,5) should enter via the bottom gate closest to the staff car park and enter via Mrs Vincent or Miss Johnson's classroom entrance.
- Parents are requested to maintain 2M distance while coming in through the gate, staff will be on hand to remind everyone of appropriate protocols.

- All children will receive a school provided packed lunch, free of charge, to avoid packed lunch boxes having to be brought into school.
- Children should wear uniform if possible, ( if it no longer fits then own clothes will be acceptable) trainers/ pumps should be worn so that children can take part in PE sessions, without the need for PE kits. It is recommended that children wear clean clothing every day.
- Pick up times will be 2:45 pm for Year 6 and 3:00 pm for Key Worker/ vulnerable child provision
- Friday afternoon pick up times will be different to allow staff to deep clean school and provide PPA time for teachers. Year 6 will therefore leave school at 12:30 and Key worker/ Vulnerable children will leave school at 12:45. (Some Key worker places will be available up to 3:00, if no alternative can be found)

Staff members will be at the front gates to help you find your way to the right entrance points, so please do not worry.

As I am sure you will appreciate, the amount of planning and decision making that we have had to put in place in a very short period of time in response to ever changing and conflicting guidance has been bewildering and exhausting to manage. Despite an ongoing political and media storm re how schools should progress out of lockdown, many of you have said very kind things to us throughout the last ten weeks and I cannot tell you how much I appreciate the way we have all supported each other. Morecambe Bay Community Primary School has always been very dear to me but the way that we have come together as a strong and caring community is something I feel privileged to be part of. I would request that you continue to support our efforts by addressing any comments or concerns directly to Mrs Wilkinson's school e-mail address – [bursar@morecambebay.lancs.sch.uk](mailto:bursar@morecambebay.lancs.sch.uk) avoiding the often confusing and anxiety inducing social media conversations.

Thank you again and stay safe.

Yours,

Mrs Siobhan Collingwood (Headteacher)