



Headteacher: Mrs J Sendall

Thursday 21<sup>st</sup> May 2020

Dear Parents and Carers,

### **PARTIAL RE-OPENING UPDATE and FREQUENTLY ASKED QUESTIONS**

*Please note that all plans are subject to change in the interests of pupil and staff safety. If you have a question about our plans for partial re-opening, please email [admin@placefarm.org.uk](mailto:admin@placefarm.org.uk), contact the school office: 01440 702836 or message class teachers, via Class DoJo.*

#### **Are you definitely re-opening on Monday 1<sup>st</sup> June?**

No. The Government will decide whether or not it is safe for schools to start to re-open. This decision is likely to be made over half term (week commencing 25<sup>th</sup> May) and we will almost certainly find out at the same time as you, in a Government briefing. As soon as we know more, we will let you know. At this time, **we will not be opening** for Year Six on 1<sup>st</sup> June, as we do not have enough staff to safely staff all the classes we need to. The government has made it clear that we have to prioritise the Key Workers/Critical Workers/Vulnerable pupils then EYFS and Year One. If we are able to open the week beginning 1<sup>st</sup> June, we would open for Key Workers/Critical Workers/Vulnerable pupils and for pupils in EYFS. We would potentially then open for Year One pupils from the 8<sup>th</sup> June. We will review every Monday whether we are able to extend the number of children to include Year Six pupils.

#### **How many children will my child come into contact with?**

We are planning on the assumption that all of the children in the above year groups are returning to school, and are putting children into groups of up to 15 children, which we will refer to as 'bubbles'; once finalised prior to re-opening, the groups will not be changed, so, if not all of the children return, there will be fewer than 15 in a group. Each 'bubble' will have its own classroom and outdoor play area, and where possible its own toilet cubicles, which only those pupils will use. There will be strict safety procedures in place to maximise hygiene and safety when using the toilets.



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Haverhill  
Suffolk CB9 8HF

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### **Who will be looking after my child?**

Because we are having to cover four groups in each of the above years, as well as four groups for the children of Key Workers/Critical Workers/Vulnerable pupils in Years 2, 3, 4, 5 and 6, most staff are having to be deployed across different year groups to where they normally work. As far as possible, there will be at least one member of staff in your child's group that they are familiar with - this might be a Teacher or Learning Assistant. The team of staff who work with your child's group will remain the same each week, and those staff will not work with any other groups of children. If we need to make any changes to staffing (e.g. to cover absence) we will let you know and do this as safely as possible.

### **Where will my child be based?**

Groups have been split up across the school as follows:

- EYFS: EYFS classes and Year One classrooms (4 groups)
- Year 1: Year Two classrooms and Year Three classrooms (4 groups)
- Children of critical workers in Years 2, 3, 4, 5 and 6: Year Four classrooms and Year Five classrooms (4 groups)

Classrooms will be converted so that they are suitable for the children who will be in there, with appropriate furniture, toys etc.

### **What will be the arrangements for dropping off and picking up my child?**

Drop-off and Pick-up times from Monday 1st June 2020.

**You will be advised which group your child is in, once definite numbers are known, and by no later than Friday 29<sup>th</sup> May 2020.**



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### Drop-off Pick-up:

Key Worker Group A: Queue down the hill towards the mini roundabout	8.30am	3.15pm
Key Worker Group B: Queue up the hill towards Castle Lane	8.30am	3.15pm
Key Worker Group C: Queue down the hill towards the mini roundabout	8.40am	3.25pm
Key Worker Group D: Queue up the hill towards Castle Lane	8.40am	3.25pm
Group 1	8.30am	2.55pm
Group 2	8.40am	3.05pm
Group 3	8.50am	3.15pm
Group 4	9.00am	3.25pm
Rainbow Class pupils (only open to pupils from the Key Worker/Critical workers/Vulnerable pupils and year groups that are attending school (e.g. possible EYFS and Year One))	9.10am	2.55pm

We are staggering pick up and drop off times to reduce congestion on site.

### Arrival times and points:

- EYFS Pupils: Arrive at the front of the school, and enter via the green gates. Pupils will be met at the green gate by their Lead Adults, and taken to their classrooms.
- Year One Pupils: Arrive at the front of the school and follow the signs to the Hall side doors. Pupils will be met at the side door to the Hall by their Lead Adults, and taken to their classrooms.



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- **Rainbow Class Pupils:** Arrive at the front of the school and follow the signs to the Hall side doors. Pupils will be met at the side door to the Hall by their Lead Adults, and taken to their classroom.
- **Key Worker Pupils:** Arrive at the Crowland Road entrance, following the signs. Groups A and C to queue down the hill, towards the mini roundabout, and Groups B and D to queue up the hill towards Castle Lane. Pupils will be met at the gate by their Lead Adults, and taken to their classrooms.

**Siblings in different Year Groups:** Please drop the youngest pupil off first. If you are a Key Worker and have children who will be in a Year Group class and others in Years Two, Three, Four, Five or Six who will need to continue to access Key Worker provision, please drop the youngest child off first.

#### Pick up protocols:

Please follow the same social distancing procedures when you come to collect your child, at the end of the day. Children will be dismissed via the same route that they arrived at school. To minimise the number of adults near the school, please arrive promptly, but not early. Two metre 'queuing lines', similar to those used in supermarkets, will be marked out.

#### **How will I know which group my child is in?**

We will communicate this to you privately via DoJo, via email or telephone call; staff will also be on hand to assist you on the first morning, if you are not sure which group your child is in.

#### **What if I am a critical worker and my child is in one of the year groups which is returning to school?**

If your child is in EYFS or Year One (see above for staggered timings), they will be in one of the groups with children from their year group.

#### **Will Breakfast and After School be open?**

Breakfast and After School Club will not be open until September at the earliest.



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### **Does my child have to wear uniform?**

No. As the government guidance is that clean clothes should be worn every day, there will be no requirement for the children to wear school uniform for the remainder of the summer term. Please ensure that any clothing that your child wears is sensible and appropriate.

### **What about breaks and lunchtimes?**

These will be staggered, so that different groups will be outside at different times, again staying in their separate outdoor spaces or classrooms allocated to your child's group. Children will eat their lunch in their classrooms; we will not be using the school hall. Your child can either bring their own packed lunch, or they can have one provided by our normal catering company (Vertas): children in Early Years, Year One and Year Two are entitled to a free 'Universal Infant Free School Meal' as normal, and children in Years Three to Six who are eligible for Free School Meals are also entitled to a free packed lunch. All other pupils can purchase a packed lunch. If you are providing a packed lunch for your child, please ensure that it is in **disposable packaging**, and not in their usual lunch box.

### **Will my child have to remain in their own 'space' at breaks and lunchtimes?**

No. The scientific guidance states that the risk of transmission is much lower outdoors; however, we will still be reminding children about social distancing, and each group will have its own outdoor play space.

### **Does my child have to return full-time?**

If your child is attending school from 1<sup>st</sup> June, we will plan for your child to be in full-time and we would expect you to send them in every day. This is also true for Key Worker Provision.

### **What are you doing to keep the school as clean as possible?**

In addition to our normal cleaning, we will be carrying out additional cleaning: there will be a cleaner on site throughout the day to clean toilet areas and to help with cleaning classrooms; and our school, along with all primaries in the Trust, will close after lunch on Wednesdays, so that we can have an additional midweek deep clean. **However, Key Worker Provision will remain open on Wednesday afternoon.**

Classrooms will also have their own cleaning materials, so that staff can routinely clean desks, toys etc. throughout the day.



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### **How are you keeping my child safe when they are in class?**

Every child will have their own space to store their belongings in class.

For younger children, they will be encouraged to play in the smallest groups possible; there will not be as many toys to choose from as normal, as toys which are hard to clean (e.g. soft toys or those with intricate parts) will be removed from the classrooms, but the toys and equipment which are being used will be cleaned regularly.

All children will have their own table space, chair, pens, pencils etc. that will only be used by them and cleaned regularly. Tables will be spaced out as much as possible, and any furniture or equipment which is not needed will be removed and stored away from the classroom, so that there is as much room as possible for children and staff to spread out. Any shared equipment, such as laptops and iPads, will be cleaned regularly.

Windows and doors will be left open as much as possible, whilst still keeping everyone safe, so that there is as much ventilation as possible.

### **What do I need to provide for my child?**

Please provide the usual clothing for this time of year: a sun hat, and a coat, if appropriate. They should have a named water bottle as normal. Please apply sun cream before your child comes to school - do not send it in for staff to apply or for children to apply themselves (this is our normal school rule anyway).

You can either provide your child with a packed lunch or get one from our school catering company (see above).

Please do not send your child in with their own pencil case, stationery, toys etc. All of these will be safely provided for them. Children will not need a book bag or their school reading planner.

### **If my child is not in school, will you still be setting home learning for them to do?**

If your child is in Year 2, 3, 4, 5 or 6 and you are not a critical worker, the teachers will still be setting English, Maths, Science, Creative and Project work, similar to our current provision; however, most of the teachers will be teaching other year groups in school throughout the week, so they will not be expected to upload anything else to Class DoJo throughout the week, respond to messages etc.

If your child is in Early Years or Year One, we will not be providing any online learning, except for general suggestions and links, as the teachers will be fully focussed on the children in school; the only exception will be if your child is unable to return to school



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because they or someone in your household is clinically extremely vulnerable (see Government guidance [here](#)) in which case we will liaise with you to support you with their learning on an individual basis.

### **What will my child be learning in school if they return?**

Our main focus will be on re-establishing routines and relationships when the children return, so there will be lots of opportunities for the children to talk to each other, play safely with each other and generally get used to being back in school. We will of course be planning and teaching lessons too, although exactly what we cover will depend on how many children return to school; once we know this, we will make decisions about what to teach this term and what to delay until September.

### **Who will look after my child if they are hurt or upset?**

All support staff have paediatric first aid training, and each group will have its own first aid kit, so that your child can be looked after by a member of staff in their group if they hurt themselves. In the event of a more serious accident, our Office Staff, who are also First Aiders will advise from a safe distance as far as possible, and emergency services will be called as usual.

If your child is upset or worried, we will of course provide as much care and support as possible; however, we will not expect staff to provide physical reassurance in the same way as normal.

### **Will you be taking my child's temperature when they arrive at school and/or throughout the day?**

No. The government guidance is very clear that this is not in itself a reliable test for whether or not a person has Covid-19. However, if you have any concerns about your child's health, please keep them at home and arrange for them to be tested; if we have any concerns about your child's health when they arrive at school or throughout the day, we will ask you to take them home and arrange for them to be tested if necessary.

### **Will staff and children be wearing face masks or any other PPE?**

Again, the government guidance is very clear that staff and children do not need to wear face masks, face coverings or any other personal protective equipment (PPE) when they are in school. In the case of staff, there are two exceptions:

- If a member of staff normally wears PPE, such as gloves when administering first aid;



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- If a member of staff is supervising a child who is unwell with symptoms of Covid-19, until the child is collected.

### **Will children and staff be social distancing?**

As far as is reasonable, yes, although the Government guidance acknowledges that this is very difficult to maintain in a school, especially with young children. This is why the children and staff are being kept in 'bubbles' with as close to no contact with other staff and children as we can reasonably maintain. The children will be taught about social distancing and 'personal space' in a fun, positive way, through lessons and activities such as social stories.

### **Can my child go to the toilet and wash their hands whenever they want?**

If they need to go to the toilet, then of course; however, we will be supervising the toilet areas at all times, including movement to and from the toilets, with specific cubicles for each group to use and staggered times throughout the day for the children to 'try to go'. Similarly, we will be asking the children to wash their hands at regular intervals throughout the day, as well as specific times such as before and after they have their lunch, whenever they have been outside etc. Again, the sinks will be supervised by members of staff and cleaned throughout the day. The children will also be taught and reminded about good hygiene, such as washing their hands for 20 seconds and using tissues to 'catch it, bin it, kill it' when they sneeze.

### **What if someone in the school gets Covid-19?**

The Government and Public Health England will tell us what to do if there is either a suspected case, or a confirmed case, of Covid-19 involving a pupil or member of staff who is attending school, and we will clearly communicate this to you if it happens; for example, if there is a confirmed case (i.e. a positive test), all of the children and staff in that group will be sent home and instructed to self-isolate for 14 days.

### **Will the office still be open?**

There will be staff working in the office, but we will keep the number of people who have to enter the building to an absolute minimum. As many enquiries as possible should be made via telephone or email.



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**Will any or all of the normal end of year events be happening?**

Sadly, this is very unlikely. Things like sports days, will have to be cancelled this year, unless Government guidance changes and we can be sure that they can take place safely, so unfortunately it is reasonable to assume that none of them will take place. We are working on some alternatives that can be done virtually, and will keep you regularly updated.

**What about getting my child ready for September?**

As always at this time of year, we are finalising staffing for September, and will announce this in June. We have already been planning how we can make transition as strong and positive as possible, whether your child is joining or leaving Place Farm, or moving up a class; in particular, we have been talking to Castle Manor about the needs of our current Year 6s who are moving up there in September. Everyone who will be with us in September will have lots of opportunities to get to know their new teachers and teaching assistants via Class DoJo. If it is safe to do any transition days or activities in school nearer to the end of term, in line with Government guidance, then we will of course do so. If your child has particular needs and would benefit from additional transition arrangements, then we will arrange these with you too.

**The Government is saying that they want primary schools to re-open fully before the end of term - how will this work?**

We don't know. We haven't received any guidance about this from the Government; it will decide if it is safe to begin planning for this, and what it will look like, as it has done with partial re-opening. We will let you know as soon as we receive more information.

Yours sincerely

Jane Sendall  
Headteacher



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