



Diocese of Ely
multi-academy trust

Milton C.E. Primary School

Life in all its fullness

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Headteacher: Mrs A T Reeder

Monday, 01 March 2021

Dear Parents and Carers,

Re: Full Opening in March

We are delighted to have everyone back on the 8th March. Having revised all the risk assessments the protocols are very much the same as they were in the Autumn term.

The guidance makes clear the legal requirement of schools to comply with health and safety law: assessing risks and putting in place essential measures as part of its 'system of controls'. These must include a requirement that people who are ill stay at home; robust hand and respiratory hygiene; enhanced cleaning arrangements; active engagement with NHS Test and Trace and formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. If a child shows symptoms of illness we will be contacting you to take them home and expect this to be done as promptly as possible. If you have any of the [symptoms of coronavirus](#) self-isolate at home and [arrange to have a test](#) as soon as possible as before.

From 1 March 2021, if you're a member of a household, childcare bubble or support bubble of staff or a pupil you can get a twice-weekly test:

- through your employer if they offer testing to employees
- at a local test site
- by collecting a home test kit from a test site
- by ordering a home test kit online

Get a test through your employer

- Your workplace may offer rapid lateral flow testing to you. Contact your employer to find out more.

Take a test at a rapid lateral flow test site

- You can take a rapid lateral flow test at a local site. Testing at these sites is assisted, which means you will swab yourself under the supervision of a trained operator.
- You may need to book an appointment.
- [Find your nearest rapid lateral flow test site](#). There are 7 sites across Cambridgeshire and Peterborough.

Collect test kits

- You can collect up to 4 home test kits at a local collection point. Each kit contains 7 tests.
- Anyone 18 or over can collect. You can check online if the location is busy before you go.

Order home test kits online

- If you cannot get tested at your workplace, or are unable to go to a test site or collect test kits, you can order a home test kit online. The online service will be available from 1 March 2021

We have learned so much over the past 12 months. The lessons learned have gone a long way to influencing the decisions we have made for March. We will continue to learn, and alongside the inevitable changes to the local and national picture with coronavirus, we will constantly review the plan (every 2 weeks), and make changes as necessary. These will, of course, be communicated with our parents and carers as swiftly as possible.

To ensure that we minimise the contact between individuals and to maintain social distancing wherever possible, whilst at the same time allowing the school to manage the practical logistics within and around the site (including timetabling), we will be employing **year group bubbles as before**, which will be organised as discrete bubbles for EYFS, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. It is essential that the bubbles are kept apart from each other in the school, which clearly has continued implications for all aspects of school life.

Each year group/class will have its own entrance into school as before and we circulate around the school using the established one way system.

Beginning and end of the day

We have decided to keep the staggered drop off system where families can bring their children to school from 8.45am and children go directly into their classrooms. We will not be congregating on the playgrounds and lining up together. All accompanying adults will need to immediately leave the school site once your child has entered their classrooms.

Please note that to avoid any possible mixing of year group bubbles (as well as minimising the risk of direct contact) please ensure social distancing if you are leaving bikes or scooters on the school site.

Punctuality will be essential in ensuring the adherence to this system as teachers will be closing their entrances at 9 am and we do not have the capacity to make exceptions (apart from in the most extreme cases, which will need to be discussed with us in advance) as this would mean admitting children via the main entrance and 'breaking' bubbles admitting late comers into class which cannot happen. Entrances also need to be locked promptly at 9 for site security and safeguarding reasons. Collection at the end of the day will be the same as the start, but please collect youngest children first. Please leave the school site as soon as you have collected your children.

The gates will be locked during the school day, and all visitors will need to be via prior appointments. Any requests to speak to staff should be made by emailing the school Office (office@milton.cambs.sch.uk.) Parents will not be allowed inside the school unless they have made an appointment. All queries need to be sent by email or telephoned in (01223 508783.) Conversations with office team can be through foyer entrance telecom, but please ensure you line up maintaining social distance. Teachers can be contacted

directly via their individual emails as now, but emails will not be responded to during teaching hours so if there is an urgent message please sent this via the office.

Now you are all more than familiar with Tapestry the online learning platform that we have used we will continue to use this platform to deliver homework and news updates along with Pupil Asset parent mail. If we have any bubble closures remote learning will be delivered as before using Tapestry. We will not be setting homework until after the Easter break, this includes spellings.

Parent consultations for the foreseeable future will not be face to face but via zoom or a similar platform. We are in the process of looking at a platform for this too that we have seen used successfully by local secondary schools. (Many parents responded after the last remote session that this was a more efficient and productive way of running parents evening and more convenient.)

Our curriculum will restart, but not as if nothing has happened. Teachers will be focussing on assessing where all the children are on their return to full-time schooling and adapting the lessons to address the gaps that have occurred over this time, particularly in English and Maths and we anticipate a heavier focus on PSHCE lessons in the first week back to re-establish routines and expectations and have discussion times around emotions and well-being in order to re-settle them into school and get used to the routines of learning and being social beings within larger groups again. We are looking forward to enjoying a science week on the second week back.

There are a full range of additional measures, but for now I can inform you that the lunch and playtime plans look like this:

Class	Playtime	Lunch time	Outdoor break
Reception	Part of outdoor continuous provision playground accessible 10:45 onwards	11:20-12.05 – in the KS1 Hall 45mins eating time. Plated hot food on trolley. Staff to settle and serve children until 11.30 and are the free to leave	In playground in Y1 zoned area. 12.05-12.30
Year 1	10:30-10.45 Playground zoned areas for each class	12:15 – 12.45 In the KS1 Hall.	12.45-1.15 Outside Y1 zone

		Plated hot food on trolley.	
Year 2	10.30 – 10:45 Playground zoned areas for each class	11:40 – 12:10 KS2 hall served at hatch	12.10-12.40 Outside Y2 zone
Year 3	10:20 – 10:35 Playground zoned areas for each class	12.15-12.45 KS2 hall served at hatch A	12.45-1.15 Outside lower KS2 zone
Year 4	10:20 – 10:35 Playground zoned areas for each class	12:45 – 1.15 – Plated via trolley in classroom B	1.15-1.45 Outside Lower KS2 zone
Year 5	10:40 – 10:55 Playground zoned areas for each class	12:45 – 13:15 KS2 hall served at hatch A	1.15-1.45 Outside in Upper KS2 zone
Year 6	10:40 – 10:55 Playground zoned areas for each class	12:15 – 12:45 Plated via trolley in classroom B	12.45-1.15 Outside in upper KS2 zone
All	In dry weather field also to be used – zoned and with a rota of different year groups MDS to be allocated to KS1/KS2 play areas consistently.	Groups A and B on rotation to eat in hall/class	

All surfaces will need to be cleaned in between the lunch settings, and the playground and outdoor areas are demarcated to ensure that year group bubbles do not come into direct contact with each other. We hope to maximise use of the school field as soon as the weather improves. Please do not use the play equipment in the playgrounds after school.

Similarly we cannot have our school assemblies or similar large gatherings such as school plays, but we will have assemblies with the whole school three times a week being delivered by video link to all classes with Reverend Chamberlain or a church representative and myself and Gn8. Class assemblies will continue to take place on the other days.

In addition, the children will be supported to fully understand the need for thorough hand and respiratory hygiene again, and also to maintain their distance sensibly from other children and their teachers and teaching assistants. This will be closely linked to our expectations around behaviour and the values and characteristics that we are trying to instil in our children. In-line with DfE guidance, we amended our Behaviour Policy to take into account the current situation, and behaviour which deliberately puts others at risk (e.g. coughing, or spitting and pupils who when social distancing guidance is continuously/ routinely ignored despite staff intervention) may put the child at risk of exclusion.

Uniform is to be reinstated and please can you have a spare set of clothes in your child's bag to change into should any accident occur as we will not be able to provide clothing as we did previously. Ventilation is necessary in all classrooms and it is still quite cold so please ensure your child has layers of clothing that they can put on should it get chilly. Children will have individual trays with individual equipment provided by the school.

The government have been very keen to stress the expectation that attendance is mandatory, and that schools are to make clear to parents and carers the responsibility they have to ensure that their child attends school full-time (unless there are medical reasons which preclude this.) Again, I would hope that we can work together to avoid any unnecessary and unfortunate confusion on this issue. I would encourage you to contact me should you have any concerns regarding your child attending school.

We are really looking forward to seeing you all again,
Best wishes
Mrs Reeder