

Dear Parents,

September re- opening for all year groups

Following the Department for Education, (DfE), guidance being made available on Thursday, I have agreed a plan with Governors and Staff to enable all our year groups to return to school in September. We are really excited at the prospect of seeing the whole school back and will continue to work very hard to maintain our Orchard nurturing ethos while ensuring all the necessary hygiene and other measures are in place.

Summary of DfE measures for Schools to ensure a safe return to school for all children

- Organise children in to class “bubbles” or year group bubbles where needed to minimise contact between large groups of adults/children
- Continue to operate staggered start and finish times
- Continue to ensure effective, thorough hygiene measures including frequent cleaning
- Meticulous Timetabling and organisation of space to reduce mixing of “bubbles” throughout the day
- Continue to provide advice, management and prevention in relation to children or adults with symptoms
- Plan the curriculum to ensure high quality learning is available and catch up of missed learning

Organisation of Class and Year Group ” Bubbles”

The DfE have stated that “bubbles” to minimise contact between large numbers of Staff and Children still need to be in place but these groupings can be increased to class group sized and year group sized where it is necessary for the effective organisation of the school and supports children’s learning and well-being. There is an acknowledgement that each school will have different considerations, priorities and needs to assess in order to plan for all aspects of the school day.

As a result, and after much thought and consideration, we are going to organise the new **Reception year as a year group bubble**. This is because our Orchard approach depends on using shared areas such as the outdoor classroom, learning focussed play areas and the central creative area classroom to ensure that the children benefit from working with adults in small groups and have a wealth of resources and opportunities for self-initiated play- based learning. We believe it would be wrong to impose more formal whole class -based learning on our youngest children, particularly in the context that they have missed several weeks of their nursery education.

The children will still have their own class space in Holly, Elm or Ash, (and their own Teacher and Learning Support Assistant), but will also benefit from being able to use the shared areas and mixing with the wider year group for aspects of their learning. We want to make their first experience of school as exciting, secure and experience rich as possible.

In **Years One and Two**, where children work much more within class units, we are going to organise the children in their **whole class bubbles**. The current Reception children have thrived using this approach since the beginning of June and will be familiar with the organisation and routines. However, they will also benefit from being back together with their whole class groups instead of half classes. Individuals with agreed SEND individual plans will still be able to access Specialist Teaching and Interventions. We will also ensure that the children benefit from outdoor learning

through the creation of three zones within the large year one and two playground. We will also allocate additional corridor and resource area spaces to individual classes. Additional resources are being purchased to make sure the children have their own individual PE and play equipment as well as large construction and other toys which can be shared within the class bubble.

Lunch times

To minimise contact between groups we are organising staggered lunch times and playtimes. In Reception the children, as a whole year group “bubble” will be able to use the hall for lunches as well as their outdoor area for playing. In Year One and Two we will organise delivery of the hot lunches to their classrooms to manage the six separate class bubbles. We will ensure that only three class bubbles at a time use the large year one and two playground at a time to ensure maximum space and distancing between groups is possible.

Staggered “Drop off” and “Pick up” times

We will continue to stagger the entry and exit arrangements for the children and parents to avoid overcrowding on the paths and in the playground as our numbers on site will increase. We will also continue to have a one- way system in place so that we do not have to delay individual classes starting by too long. So that these measures do not impact on the children, we are shortening lunch times and increasing learning time within the new timetable.

Families with siblings who are in classes at The Orchard should drop off and pick up at the earlier time allocated for their children. Mr Tucker (Head Teacher at St. Lawrence) and I have discussed the timings to consider sibling drop off times. There are 96 sibling links between the two schools so we have considered the timings and impact on both schools. It is not possible to make every time work for both schools without shortening the school day further so we have allowed for an extra time for parents with St Lawrence siblings where it is needed. If you drop off at St Lawrence simply come straight to The Orchard and drop your younger child off to us as you arrive. For collections, siblings should be collected at the same time as the rest of the class as St Lawrence will look after your older siblings until they are collected even if this is later than their published time.

The timetable for drop off and collection will be as follows:

Class/Year Group	Drop off	Collection
Year Two: Oak, Beech, Sycamore	8.40	2.50 pm
Year One: Willow, Rowan, Maple	8.50	3.00 pm
Any children who have siblings at St Lawrence for yrR, yr1 and yr2	9.00	See year group time
Reception Year: Holly, Elm, Ash	9.10	2.40 pm

Once we have seen how this will work in practice we may need to adjust the timings. If at all possible we would reduce the times between the slots to create an earlier start time for Reception children but this will depend on how quickly our families are able to enter and leave the site given the increase in numbers.

Children who attend clubs will be looked after from the finish time allocated to their year group.

One -way system for parents

All children, accompanied by one adult only, will enter the school site through the Hansler Grove Pathway and will leave via the Bridge Gardens Driveway. Parents will not be permitted to gather but will be asked to “drop off” and “pick up” and leave the site promptly. This is to facilitate social distancing and to reduce the risks of spreading infection.

Hygiene Measures

We will continue to ensure that the children wash their hands thoroughly and frequently. They will wash them on entry to school and before coming home, before going outside and when they come back inside, before and after lunch and before and after playtimes.

The guidance is that everyone should wash their hands for a minimum of twenty seconds so please do remind the children of how to wash and dry their hands correctly.

We will also continue to teach the children to “catch it, bin it, kill it” to ensure respiratory hygiene. They are asked to sneeze or cough in to a tissue or in to the inside of their elbow. Any used tissue is disposed of in a lidded bin and children are asked to wash their hands.

Staff will be cleaning surfaces between learning sessions and will be washing any shared equipment regularly. Additional cleaning of the toilets is also taking place.

Each child will have a pack of individual equipment including pencil, whiteboard pen, counters, scissors, glue etc to minimise use of shared resources for these frequently used items.

We would like Year One and Year Two children to be able to use their own scooters at playtimes in addition to the other equipment we are providing.

We will remind you of all the items the children will need to bring with them to school in next week’s newsletter.

Breakfast and After School Clubs

These clubs **will** take place in September although the arrangements may be different to usual. Where staffing allows we will create smaller groups within the clubs to minimise contact between different year groups. External clubs, if outdoor based, may take place in addition. More details will follow next week.

Breakfast Club will start at 7.40 am and After School Club will finish at 5.45 pm

We will be sending out booking forms to the whole school via parent mail on Friday 10th July at. You will need to complete these forms electronically or photograph them (or write out the form and photograph it if you do not have printing facilities). These forms will then need to be attached to an email which will need to be sent to a dedicated new clubs email address. A parent mail will be sent to you at 7.30 pm on Sunday 12th July (when booking opens) and this will include the new email address.

Bookings will only be accepted if payment is made via parent mail or via proof of vouchers at the time of booking. No one will be permitted to pay later.

Places will then be allocated on a **first come first served** basis. As you know we have always ensured that the clubs are run at low cost and without high profit margins. We organise them to provide a service to our families while meeting the cost of staffing and additional resources. We will continue

to ensure that the cost is significantly below external providers' costs. However, to meet the increased costs of staffing due to the increase in minimum wage and the organisation of smaller groups the cost of our clubs will be:

£ 6 per session for Breakfast Club

£ 12.50 per session for After School Club (£8.50 for a sibling)

We will inform you of the entrances/exits to use for the clubs in a later newsletter.

Catch up Programme

The DfE has not yet informed us of the budget we will have at the school to facilitate individual or small group catch up programmes. We understand that this information and further guidance will be available in September.

Our priority on the children's return or start of school will be firstly to settle them in to a new routine, ensure they are happy and safe in school, establish new friendships and re-establish former friendships and to ensure they feel the usual warm and friendly Orchard atmosphere.

During the first half term we will also be conducting a range of assessments as part of usual classroom activities to see what the children are able to do independently to inform our planning. We are expecting that children will be at different stages of their learning and know that they have all missed out on being in school or nursery for many weeks. Our curriculum provision is being adapted to ensure known gaps are covered and to emphasise the development of literacy, language and mathematical skills within a broad, experience rich curriculum.

We will continue to support and advise you all on home learning to support the children's continuing progress and be ready with remote learning provision should there be a local lockdown and closure of schools.

End of year letters and homework information for current Year Groups

We will be sending out end of year individual letters for you and the children describing some of their achievements. Alongside these there will be information regarding the online summer holiday resources you can use as well as a summary of the year group expectations.

Reception and Year Two children will take the letters and information home by hand (after their Year Two Tea parties) and we will email these to our Year One families. Year One and Two families will receive the maths text summer homework book on their final after school visit.

Current Reception children will bring home reading books for the summer.

Year Two End of year arrangements.

Thank you all for the amazing photos and films you have sent. Mr Tynegate is using these to create a film of our Year Two Leavers' Performance and a class photo for each class. These will be sent to you at the end of the year.

The Tea Parties for Year Two will take place between 3.15 and 4.15 pm. Please drop your child to us in the playground and return to see the portrait displays and class singing at 4.05 pm. In the event of rain we will host the tea party in the hall but sing outside under the Year One classes canopy. Children may wear their own clothes and only need to bring a named carrier bag to bring home their work. We will provide the tea (individually wrapped items) for them.

The remaining dates for After School Visits and Tea Parties are as follows:

Week beginning July 6th: Second Visit

W Maple 1. Oak 1- **July 8th- today**

Th Maple 2 Oak 2- **July 9th**

Week beginning July 13th: Second Visit

M Rowan 1 Sycamore 1

T Rowan 2 Sycamore 2

W Beech 1

Th Beech 2

F Oak Class **Outdoor Tea Party**

Week beginning July 20th

M Sycamore Class **Outdoor Tea Party**

T Beech Class **Outdoor Tea Party**

End of Term Dates

We will be finishing from 1.15 pm on **Wednesday 22nd July for the Summer holidays**. See collection times for each class below:

Holly 1: 1.15pm Holly 2: 1.25 pm Elm 1: 1.30pm Elm 2: 1.20 pm

Ash 1: 1.35pm Ash 2: 1.40 pm Year One and Two Key worker Classes: 1.45pm

New Reception Parents- September entry

Following this letter there is a welcome letter from Anna Mantle who is chair of the PTA.

An online booking facility has been created to purchase book bags, caps and PE bags. These can be made available for you to collect when you visit on **Friday 10th July** or when you come for the September visits on 7th and 8th. Either use the link in the PTA letter or alternatively please go to our website, www.orchard.surrey.sch.uk and to the new parents **"Welcome Pack"** section to order. We are looking forward to being able to welcome and say a brief "hello" to the new children and parents. Please do refer to last week's newsletter to check which time you should visit and do remember to bring a copy of your child's birth certificate and a photo. Thank you very much!

Autumn Term dates

We start school for the children in Year One and Two on **Monday 7th September** as the staff will have training days in the previous week with two carried forward from this term.

Reception children will attend with their parents **for meetings on 7th and 8th September** and then will start on the date provided in the individual letters to you from 9th September onwards.

Thank you very much for all of your support and positive feedback during the last busy few weeks. The staff and I really appreciate it. I hope all of the information provided is clear and helpful. I will write again next week to keep you all informed.

With very best wishes,

Carol Rusby