

Eastcombe Primary School

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Head Teacher: Mrs C Jones

Secretary: Mrs N Miles & Mrs B Ulett

Monday, 28 September 2020



Dear parents,

Following a return to full time education for all children this September, we have spent some time as a staff and Governing body reviewing our new policies and procedures. We continue to closely follow the Public Health England advice and Department for Education guidance alongside local authority directives. We are delighted with the successes we have had; children have been happy and settled, attendance levels are good and classrooms are alive with learning and laughter.

Inevitably we have had to make some tweaks to routines and procedures over the last few weeks whilst we try to find the best way of doing things, such as changing the entry procedure at the start of the school day. I appreciate your understanding and support whilst we have evolved and reacted to changing circumstances and Government guidance.

I am writing to inform you of another change we have decided to make, in response to working with a system for a few weeks and discovering what is working well, and more importantly what needs to change. This change is significant, however I would like to reassure you that it has been fully considered by the staff, Governors and the Local Authority. Any change is always made with the safety of children and staff at the forefront of our minds.

We have made the decision to combine KS2 into one bubble. This means that Owl class and Hedgehog class will form one bubble (KS2), with Squirrel class remaining a KS1 bubble.

What will stay the same;

- No adults other than working members of staff, Governors or expected emergency contractors will be allowed in the school.
- Each class will still have their own gate and door for entry and exit with a sanitising station for children's use.
- Each class will continue to be taught separately, remaining in their own classrooms.
- Mrs Jones and Mrs Thomas will continue to work across both Hedgehog and Owl class.
- Each class will continue to eat separately from each other, in their own classrooms.
- Rigorous and frequent handwashing and other cleaning activities.
- Classrooms will look different with unused desks, resources, soft furnishings and furniture removed to increase the space.
- More learning will take place outdoors and good classroom ventilation will be paramount.
- Children will work in a designated space with personalised resources which cannot be shared.
- Children from Year 1 upwards will be sat in forward facing seats.
- There will be limited exchange of take home resources; however school bags, PE bags, coats, lunchboxes etc are allowed.

What will change;

- Each Key Stage will form their own bubble. These two bubbles will not mix with each other.
- Children will be able to use the internal staircase in both directions, negating the need to exit the building.
- Hedgehog class and Owl class will be able to share playgrounds for morning and lunchtime play. This is a low risk activity as it is outside and children will be reminded about social distancing. This will enable staff to share playground duties.
- The learning den will be re-established as a working space, enabling interventions, group work and 1:1 sessions to take place. Enhanced cleaning procedures will be implemented.
- From 8.45am Hedgehog class and Owl class children will be able to wait on the top playground for the school doors to open at 8.50am. This ensures the safety of the children by taking them off the road and pavements outside school. Parents and siblings will not be permitted to enter the premises.

We continue to do everything within our power to ensure that the children and staff are kept safe and we will endeavour to keep you all abreast of the plans that we have for doing this as the situation evolves and new guidance emerges.

For our latest risk assessment please look on the school website or ask the office to send you an e-copy. This risk assessment has been checked and approved by the Local Authority.

	Arrival Time	Exit Time	Drop off & collection point
Class 1	8.50-9.00	3.10	Side blue gate
Class 2	8.45-9.00	3.15	Class 2 blue gate
Class 3	8.45-9.00	3.20	Class 3 blue gate

I hope you understand the reasons for the changes we are making and trust us to make the best decisions for the children and staff. Please do get in touch using my head@eastcombe.gloucs.sch.uk email address if you have any questions or comments.

Thank you for your continued support,
Take care and stay safe,



Mrs Claire Jones
Head Teacher
Eastcombe Primary School