



Headteacher: Helen Elphick B.A., M.A.

22<sup>nd</sup> May 2020

Dear Parents & Carers

I am sorry that I have been unable to contact you any earlier about opening the school for more pupils. This has been due to waiting for guidance from West Sussex and for any plans to be agreed by the Governing Body which convened last night to ratify them.

From the contact that teachers have had with you, it would appear that 50% of our parents / carers would like their child to return to school. Having completed a risk assessment, there are a large number of actions that need to be taken before we can open the school as safely as possible for a larger number of pupils. As we are open over half term for our current cohort of pupils, we will be using the week of 1<sup>st</sup> June to ensure that the appropriate measures are in place.

From 8<sup>th</sup> June we will be opening for primary pupils and from 15<sup>th</sup> June for senior pupils. Due to the large number requesting places and our lack of space at the best of times, we can only offer two set days per week for your child to attend. These will be either Monday and Tuesday or Thursday and Friday.

This enables us to offer as normal a school day as possible with only half a class in at any time, in their normal class base with as many of their usual staff as possible. Teachers will be covering two classes on the days they are in. Wednesday will be used to prepare the school for the second group of pupils coming in at the end of the week as well as time for teachers to liaise with their counterpart and provide input and home learning for those pupils who are still self-isolating. Teachers have looked at their classes and have grouped the pupils into two groups and will be contacting you during the week of 1<sup>st</sup> June to discuss the two days that we can offer you. These are set as we need to make sure that we have the correct staff in to support your child.

I am sure that you have many questions and I have tried to answer the most prevalent ones below. Please do discuss any further concerns you may have with your child's class teacher when they call you or do not hesitate to contact me directly. We want to do everything we can to support you during this difficult time.

Kind regards



Helen Elphick  
Headteacher

## **Pods**

The government has said that our children cannot be expected to remain 2 metres apart from each other and staff. A number of measures will be implemented in school to try and help with social distancing but the nature of our children means that they will come in contact with each other. We are therefore implementing a Pod system.

Class groups will be in their own Pods and we will try to keep each one separate from another although staff may need to move between two groups depending on need.

Primary classes will eat in their classrooms and seniors will eat at staggered times in the dining hall.

Break and lunch times will be staggered to avoid groups mixing on the playground. Each department will also have an area that is only for their use.

## **Transport / Drop off and Pick up**

School transport can be arranged for the days that your child is in but the numbers in each type of vehicle is limited. We will be collecting pupils off the vehicles and they will access their classrooms through the back doors as far as possible.

We are asking parents who bring their children to school to stagger the times they arrive. Please can primary pupils arrive at 9.10 and senior pupils at 9.20 and be collected at 3.10 and 3.20 respectively.

## **PPE / First aid and intimate care**

The guidance around PPE for special schools can be found at the following link <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The guidance says that staff do not require PPE beyond what they would normally need for work, this includes for intimate care. However, some staff may choose to wear face masks and if so have been given the guidance that they need to follow when wearing one.

All staff are first aid trained and it will be administered by the staff in the class group unless further help is required.

We would ask that all parents apply sun cream before sending their child to school as we would like to avoid having to apply this unless absolutely necessary.

## **Sending your child into school and pupils who are vulnerable**

It is parental choice to send your child back to school and you will not be fined or penalised if you choose to keep your child off until September.

Children should not come to school if they are clinically extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Children should not come to school if they live with someone who is clinically extremely vulnerable.