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3rd September 2020

Dear Parents and Carers,

We are very much looking forward to welcoming the students back to school next week. All of us in the school community; leadership, class teams, premises and admin, have in their designated roles made preparations to ensure a safe and smooth start to the new school year.

I would like to thank those parents who have recently contacted us about their wishes and thoughts with regards to their child's return to school. This has been very useful as it has enabled us to better plan for the September start.

We are very grateful for support of those parents who we have been liaising with for phase return to accommodate our space restrictions whilst waiting our new unit to be ready for the students.

Please take time to read the following information about:

- the measures we have taken to manage COVID-19 risks in our schools
- the daily school organisation, practicalities and changes

Attendance expectation

- The government is very clear in their expectation that all students should return to school on a full time basis.
- We are committed to work with you to ensure a positive school start for your child: therefore returning to school may include a period of transition that will be authorised.
- We have a very small number of students who are not able to attend school because of their medical condition and related medical procedures.

Risk assessment

Our risk assessments; operational plans and practice plans are based on the government and HCC's guidance.

- Whilst it is not possible to ensure a totally COVID risk-free environment we have reviewed and revised all our operations to minimise virus transmission.
- Key elements of safe working practice are the introduction of separated groups of students (Bubbles), social distancing, enhanced hand hygiene and extra cleaning.

Please find our COVID-19 risk assessment attached. The risk assessment will be reviewed regularly to reflect any guidance changes and there will be regular on going assessment for the safety and wellbeing of the students.

Organisation

I would like to draw your attention to a few key points;

1. Bubbles

Meadow Wood

Bubble 1: Rabbits, Field mice

Bubble 2A: Owls, Ladybirds

Bubble 2B Squirrels.

All bubbles have a different access and exit to and from the school building.

Breakspeare

Bubble 1: Red, Orange, Yellow, Pink (access and exit the building using sports hall door).

Bubble 2: Green, White (main entrance)

Bubble 3: Brown (main entrance)

Bubble 4: Purple, Blue and Silver (main entrance)

- During the school day students and staff will remain within their set bubbles and there will be the absolute minimum contact or none at all with the other bubbles.
- At Breakspeare some specialist areas and activities such as soft play, rebound, and outdoor play areas are allocated to certain bubbles to cater for specific needs such as PMLD or ASD.
- The students will generally swim every second week to minimise the number of people using the changing rooms at the same time (closed space).
- Students will use their own individual resources. Shared resources will be cleaned after each use; whether it was an individualised use or used by different bubbles.
- During the school day additional cleaning will be carried out in the common areas and the classrooms.
- Other risk control and management measures are:
 - Individual risk assessments – for both students and staff
 - The Sunflower Federation Safe Working Guidance
 - The Sunflower Federation PPE Guidance

2. Lunches and drinks

Meadow Wood students, apart from Squirrels, will eat in their classrooms – Squirrels will continue to eat in the hall.

- The students will be provided with a warm school lunch.

Breakspeare the majority of students will eat in their classrooms.

- School lunches are PACKED LUNCHES (no cooked meals) for a minimum of the first two weeks: this is to consolidate the new routines of eating in the classrooms with a larger number of students.
- Pureed / mashed warm meals will be provided for the students with special dietary requirements.

Please send drinks (water / juice) to school in reusable water bottles. This is to minimise the use of utensils in the classrooms. Please mark the bottle with your child's name.

3. Length of school days:

- Monday 7th September, the school day will finish at 1 pm for students in both schools.
- Breakspeare: it is likely that on Thursday 24th September the school will be closed at 1 pm. This is to ensure that the fencing around our new unit can be removed by building company in a safe and secure way. We will confirm this ASAP.
- Regular school hours Breakspeare

Monday, Tuesday, Wednesday, Friday 9 – 3.15	Thursday 9 - 2
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- Regular school hours Meadow Wood

Monday, Tuesday, Wednesday, Friday 8.45 – 3.15	Thursday 9 - 2
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4. Transport Pick Up and Drop Off

Breakspeare – no changes

- Parents / carers 'second wave' e.g. wait in the Manor House car park, (opposite the school), and once the school buses have left and the gates are opened please enter.

Meadow Wood – staggered drop off and pick up times to avoid congestion in front of the school

- School transport - drop off 8.45 am and pick up 3 pm (Thu 1.45 pm)
- Parents carers – drop off 9 am and pick up 3.15 (Thu 2 pm)

5. Visits/visitors to school: We continue to limit the number of visitors at school.

- We will only welcome our NHS colleagues (therapists, specialists) and our own therapists (music, dog) to school in September.
- EHCP meetings will continue via Microsoft Teams' conference calls.
- At both schools we kindly ask that in the morning parents and carers wait outside for your child to be collected from you and in the afternoon they will be brought to you, again outside the school building, at all times social distancing must be followed.

- Please do not access the school building other than by an agreed separate arrangement.

6. Out of school learning / Off-site visits

- Education visits will resume during the autumn term (horse riding, Arts Award etc.)
- To ensure the safety of our students we will request the destination's COVID-19 risk assessment and carefully evaluate it to ensure that is appropriate for the safety of our students.

7. Sending students home from school when suspecting COVID-19

- Please be prepared that children will be sent home from school when presenting symptoms of COVID-19
- Please note attached information about suspected case in a child

New students

Our new students will start their transition to our schools during the week commencing 21st September. This arrangement is to stagger the students' start to school and to support the consolidation of new routines. Your child's class teacher will agree the individual transition plan with you.

Curriculum

In September we will be implementing a 'Recovery Curriculum' where the emphasis will be on providing pastoral care to all our pupils so that they can get to a place where they are ready to re-join their learning journey and secure progress. We want to support the students to be at ease with the new school routines to be relaxed within their peer group and ready to continue their learning once more: we are always keeping student wellbeing at the heart of all our school activities.

Students' personal belongings, pads and school uniform

- Please mark all personal belongings with your child's name.
- Please provide a sufficient supply of spare clothes that can be kept in school.
- We have received new guidance about Tena-pads: apparently they lose their absorbance as soon as the package is opened and it is recommended that they are not stored in schools. Therefore following this advice after the stock of your child's pads has finished, please send a daily amount of pads in your child's school bag rather than full packs.
- The wearing of school uniform is not compulsory in our schools. You can decide what school uniform items you want to provide for your child. Many children benefit from wearing the school uniform to help them identify school days.

Home school diaries will be provided for everyday correspondence between school and home. Please be active in writing your comments and feedback daily.

Leavers

Our fantastic family support worker Shiona Koudougou has taken a new role in Buckinghamshire and sadly we need to say good bye to her next week. She has worked with many families in both Meadow Wood and Breakspeare School making a significant and positive impact through her work. She will introduce us to her successor Caroline Vine-Lott next week.

Olivia Cotton, Breakspeare School's nurse, has told us of her exciting news that she is expecting her first baby. Congratulations from all of us. There is a transition plan in place for her supply.

Working in partnership with you is a key element of our work. We are committed to support your child and your family. Please get in touch with us as soon as possible if something worries you or if you are not satisfied with our practice. Working in partnership with you secures the best outcomes for your child. Please don't hesitate to get in touch with us if you have any questions.

Take care and keep safe.

Very best wishes, Merja