

Dear parents and carers,

We are busy preparing for all the children to return on Monday and ensuring that all arrangements are clearly in place. [This email is to remind you of these arrangements and inform you of some small changes.](#) Essentially, we will be returning to the way we operated in the Autumn term, but as that seems a very long time ago now, I will outline the key areas below:

Drop Off and Pick Ups

There will be staggered times to help ensure that not everyone arrives and leaves at the same time. If you have more than one child in the school, you can drop them both off at the earlier drop off time. Gates will open at 8.35am, [as will classroom doors.](#) [Lessons start at 9am.](#)

We encourage children to walk up the drive by themselves, but if your child wants you to walk up with them, this is fine. Please could you leave the site as soon as you have dropped your child off so that there are as few adults on site as possible.

We have tried to reduce the length of time parents need to wait if picking up from more than one class so these times have slightly changed. The place to wait is the same as in the Autumn term. Please keep all your children with you as you wait. Please don't allow them to run around and play whilst waiting as we spend all day in school keeping bubbles separate!

- [Maple:](#) 8.35am – 2.55pm
- [Cherry:](#) 8.40am – 3.00pm
- [Rosewood:](#) 8.40am – 3.05
- [Cedar:](#) 8.45am – 3.00pm
- [Hazel:](#) 8.35am – 2.55pm
- [Willow:](#) 8.50am – 3.05pm
- [Acorn:](#) 8.50am – 3.00pm

Lunches

School lunches are available as previously. Children will eat in the hall in their class bubbles, and will not mix with any other bubbles.

Playtimes

These will continue to be staggered, to ensure class bubbles do not need to use cloakrooms and toilets at the same time. Different classes have different parts of the school grounds to play in to ensure they keep separate.

Clothing

Uniform: We know that children will have grown out of some items of uniform and that it is difficult to buy replacements at the moment. If you need to substitute some uniform items, please keep them as plain as possible. The children will again be spending lots of time outside and we will be aiming to run as part of the Daily Mile, so trainers are acceptable at the moment.

Wet Weather Coats: We go out whatever the weather, so please make sure your child has a waterproof coat as well as enough layers of warm clothes.

Wellies/outdoor shoes: We will start to use parts of the field again, so children will need to have wellies or outdoor shoes wherever possible. Our carpets got extremely muddy last term, so if your child only has one pair of shoes, they may be asked to stay on paved surfaces. I do know this might

be difficult at the moment, so do what you can. Please be aware that if children's shoes are too muddy and they don't have spares, they may have to have just socks indoors and this is not ideal.

Classroom Ventilation

Windows will be open as much as possible, as will doors (when the weather and temperature allows). This is an important part of reducing the risk of the virus concentrating in one room. All windows and doors will be opened when children are out of the classroom. This is likely to mean that the classrooms are colder than normal, so layers of clothing are recommended.

Reading books

We will resume sending reading books home as we did in the second part of the Autumn term. Your child's class teacher will let you know when this will resume.

School Transport

Normal school transport will resume from 8 March. If you no longer need transport, please let the school know and we will inform the LA transport office. Face coverings are not required for any primary school children, even on transport.

Face Coverings

School staff are now required to wear face coverings in communal areas around the school. Coverings will not routinely be used by adults in a normal classroom environment, but may be used by staff working closely with a child.

Symptoms of Covid19

Please continue to follow the Public Health Advice about actions to take if you or your child show any symptoms of Covid19. These are a new continuous cough, a raised temperature, and a loss of sense of taste or smell. As soon as any of these symptoms occur, you must book a test, and self-isolate until you get a negative result.

You must inform the school as soon as possible of any symptoms and a positive test result by emailing absencereporting@bourn.cambs.sch.uk All other illness and absences should also be reported using this email address.

Track and Trace

Guidance has now changed so that we will need to identify any person in school who has been in contact with anyone testing positive in the 2 calendar days prior to the day the symptoms were first seen, or the day of a positive test, whichever is the earlier. For example, if someone in school showed symptoms on a Friday evening, and then tested positive, we would need to identify anyone who had been in contact with that person on the Friday, Thursday and Wednesday.

Change of Personal Details

If you have changed address, email or telephone number, or you want to update the details of people we can contact if we can't get hold of parents, please update these on the My Child at School app.

If you have any further questions, please let us know. I will also be sending out today a copy of a letter from the Service Director for Education and the Director of Public Health at Cambridgeshire County Council, which outlines the local infection rates and other information in terms of re-opening.

Best Wishes,

*Laura Latham
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