



Reopening Plan June 1st 2020

Dear Parents and Carers,

A member of staff will have spoken to you this week about your child/children's return to school from June 1st. This letter is intended to give you some more important details. If, following this, you need further information please contact us (admin@millhill.n-yorks.sch.uk). Over half term the school will be open for some children but there may be no one available to answer the telephone. Please leave a message and we will get back to you [01609 772382](tel:01609772382).

Drop off and pick up

To ensure the start and end of the day runs smoothly and safely we have decided to stagger the timings. This will ensure that we have a very small amount of parents / children in the vicinity of the school at any one time. Please can we remind you that you **must** stay 2 metres from people who are not in your household. Can we also ask that once you hand over or pick up your child that you do not hang around outside the front of school. Children's temperatures may be checked using a digital thermometer. Children with raised temperatures will not be able to enter the school or you may be asked to collect them during the day if a temperature develops.

We are advising that only one parent comes to school to drop-off or collect their child. We would prefer you not to bring other children to drop-off and collect but understand that this may not be possible. Please be vigilant at all times and understand that you will have to let your child leave you at the gates into the care of a Mill Hill member of staff. No parents will be admitted onto the school site or into the school buildings without a prior appointment. If you do have another child with you then keep them close to you at all times. Please stick to the allocated drop-off and collection times at school. These are **vital** for maintaining safe social distancing and the health and wellbeing of children, staff and yourselves.

Children who have been [invited to attend school / key worker](#) children not in Reception, Year 1 and Year 6 are being referred to as 'hub' children rather than by year group.

Drop off

Year Group	Drop off between	Arrangements
Y6	08.45 and 08.50 (no earlier)	Will be met at the gate which enters the car park and will be directed to line up, socially distancing, on the playground before being walked in using our one-way system. If children are walking independently please let us know.
Hub	08.45 and 08.50 (no earlier)	Will be met at the KS1 gate and will enter the hall via the fire exit door
Y1	08.55 and 09.00 (no earlier)	Will be met at the KS1 gate and will be told which classroom door to enter
Reception	09.05 and 09.10 (no earlier)	Will be met at the KS1 gate and will be told which classroom door to enter

If you have children in several year groups please arrive at the latest time for your youngest child e.g. if you have a child in Y6 and Y1 you will bring both children at 08.55.

We know that some families require different times to these e.g. breakfast club, and we ask that you contact us directly to discuss your requirements. Bookings **must** be made in advance.

Pick up

Year Group	Collection	Arrangements
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Y6	15.20	Children will be brought to the entry gate by the cherry tree and will be sent to waiting parents. Parents are asked to wait in the carpark in a socially distanced manner. Please do not wait on the footpath outside school. If children are walking independently please let us know.
Hub	15.15	Children will exit through the hall fire door. A member of staff will supervise the handover and we ask that you wait in a socially distanced manner using the first fenced section of KS1 play area if necessary. Please do not wait on the footpath outside school.
Y1	15.00	Children will be brought to the first fenced section in the KS1 outdoor area. A member of staff will supervise the handover and we ask that you wait in the area in a socially distanced manner. Please do not wait on the footpath outside school.
Reception	14.45	Children will be brought to the first fenced section in the KS1 outdoor area. A member of staff will supervise the handover and we ask that you wait in the area in a socially distanced manner. Please do not wait on the footpath outside school.

If you have children in several year groups please arrive for collection at the earliest time for your youngest child e.g. if you have a child in Y6 and Y1 you can collect both children at 15.00.

If you have any important messages for school please email or contact the admin team:

admin@millhill.n-yorks.sch.uk Mrs Burn

ajones@millhill.n-yorks.sch.uk Mrs Jones

Please avoid trying to speak to adults whilst children are coming into and leaving school.

What will your child need?

Your child will need to come into school preferably in their uniform (please see section below for further details on this), a packed lunch (if they are not having school dinners), a water bottle and a coat/jacket/sun hat. Any other essentials such as sun cream, glasses or inhalers must be brought in.

Children **must** have a named water bottle. All children's belongings will go home at the end of the day and we recommend that water bottles are cleaned daily.

Please do not bring in reading books, homework diaries, book bags, school bags, PE kit or any other additional items from home. Everything children need will be provided.

School dinners will be provided by school as usual but will be a picnic lunch in the opening weeks which will be delivered to each group's bubble area.

We ask that children come to school in comfortable clothes which they can be active in (tracksuit bottoms, legging, t-shirts) with their school jumper on top. Clothes which wash and dry easier will make it easier for you to follow the guidelines around clean clothing every day following interaction with other pupils. We understand that many children will have grown out of uniform / shoes and do not expect you to purchase new – please just make sure that the things children are wearing are sensible and comfortable.

Social Distancing Measures

Children will be situated in the same room at the same desk space in the same small groups to socially distance throughout their school day. They will be with the same adult/s each week. This will be called their 'bubble group'. They will have their own learning packs and resources (including Chromebooks where needed), which will be sterilised daily. Where possible, learning will take place

outside. Children will mix with their 'bubble group' only. There will be a one-way system around the school and, as much as possible, classrooms will be accessed from external doors. There will be regular ventilation airing with windows and doors propped open, when safe.

Travel to and from school

Parents and children are advised to walk or cycle. Parents will be asked not to spend time on the footpath outside the school to avoid contact with other parents, children and local residents.

Additional cleaning

All surfaces that children are touching such as toys, books, desks, chairs, doors, light switches etc. will be cleaned more regularly than normal. Bins with tissues will be frequently emptied during the day. Disposable tissues, soap and anti-bacterial wipes will be in each classroom. Unnecessary items and soft furnishings will be removed from classrooms.

Staffing and spread of the coronavirus to staff, children, families and visitors

Please note that due to the CoVid-19 pandemic we have to take significant precautions in school. If a child is feeling unwell or is suspected of having symptoms their temperature will be taken and you will be called and asked to collect them as soon as possible. We will supervise and look after children during this time but they will need to be taken out of their class group for safety reasons and looked after at a safe distance for adults.

The staff rota does not allow for anyone to be able to cover classes should a member of staff become ill (e.g. not CoVid-19 related symptoms). If this happens then that class will not be able to attend as there will be no adult to supervise them. We apologise for this in advance but we don't have any other solution in the event that this should happen.

Administering first aid will also be a challenge for us. In the event of an emergency, we will use PPE to ensure we have provided appropriate first aid care. Please note that in the event of a head injury or other accident where we might be uncertain as to the severity of the injury, you may be contacted and asked to collect your child.

If a child or member of staff becomes ill, and is tested positive for covid-19, the rest of the class/group will be sent home to self-isolate for 14 days. Tests will be available for staff and children with symptoms. School will be deep cleaned and a temporary closure or partial closure may be required to facilitate this.

Hand washing and personal hygiene

Staff/children/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. Hand washing will be monitored. Hand sanitiser will also be available as well as soap and water available. There will be limitations on numbers of children in toilets and cloakrooms (maximum of 2). Taps and toilet door handles will be cleaned throughout the day.

Visitors and the spread of Covid-19

Visitors will be discouraged and staff will **not** offer any face to face meeting. Where possible, meetings will take place online and communication with parents/staff via telephone or email. Parents and other adults will not be permitted onsite and will **not** be admitted into the building without a prior appointment. We are not being rude, we are being safe for everyone.

*Please contact the admin staff if you have any questions or would like to receive the full risk assessment document.

Take care and stay safe,

R Bainbridge May 2020