



20<sup>th</sup> May 2020

Dear Parents/Carers,

We hope you are all keeping safe and well, enjoying the sunshine.

Following my letter on the 15<sup>th</sup> May, I have continued to work tirelessly with staff, the SLT team and the Governing Body to plan for the phased opening of school for more children from the 1<sup>st</sup> June. As a school we are desperate to see our children. They are at the heart of everything we do and quite simply, we miss each and everyone of them and you. However, we are absolutely determined that when children return, they will do so under the safest conditions for all.

Over the last few days, we have prepared some important documents that you must read before your child will be allowed to return to school. These documents are now available on the school website and include:

1. The Risk Assessment
2. Health and Safety Policy
3. Behaviour policy
4. Intimate care policy
5. First Aid Policy
6. Infection Control Policy

Alongside these there are several links to useful websites (mentioned in the Risk Assessment):

<https://www.hse.gov.uk/riddor/>

<http://www.legislation.gov.uk/ukxi/2010/659/contents/made>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Once you are happy with the documents you need to complete an online questionnaire. The link is also on the school website:

<https://forms.office.com/Pages/ResponsePage.aspx?id=d9H3VDEli0qiYxveZ00OhDpNCc0EJddAqRxFowcPtQNUQkkwV1E0UDZRM0xCUIBGOUM5S0E0VTZMWi4u>

Our plan for reopening is as follows (please be aware that this is being reviewed regularly and may change at any time):

Monday & Tuesday 1 <sup>st</sup> & 2 <sup>nd</sup> June	Year 6 only return to school 9am- 3.15pm
Wednesday 3 <sup>rd</sup> June	School is closed for additional cleaning, staff de-brief and PPA
Thursday & Friday 4 <sup>th</sup> & 5 <sup>th</sup> June	Year 6 attend school 9am- 3.15pm Year 1 return to school 9.15am-3pm
Monday & Tuesday 8 <sup>th</sup> & 9 <sup>th</sup> June	Year 6 attend school 9am- 3.15pm Year 1 attend school 9.15am-3pm Reception return to school 9.30am-2.45pm

Wednesday 10 <sup>th</sup> June	School is closed for additional cleaning, staff de-brief and PPA
Thursday & Friday 11 <sup>th</sup> & 12 <sup>th</sup> June	Year 6 attend school 9am- 3.15pm Year 1 attend school 9.15am-3pm Reception attend school 9.30am-2.45pm Nursery am OR pm sessions will return AM- 8.45am- 11.45am PM- 12.15pm-3.15pm (Please note we will NOT be offering 30 hours, parents will need to decide on the am or pm session) Group numbers are limited.
Week Beginning 15 <sup>th</sup> June	Year 6, year 1, Reception, Nursery am and Nursery pm to attend BUT school will be closed on Wednesday 17 <sup>th</sup> June.

Before your child's year group is due to return to school, please note:

- You will receive a personal phone call from the class teachers to confirm your child's attendance, provide the name of their designated teacher or TA, start and end times and explain where your drop off/collection point is, alongside other further details.
- Your child will only be able to return if you have read the Risk Assessment and policies and completed the online survey. (Link given above)
- **Please do not complete the survey until you have received your phone call as you will need the details given.**

#### **Key workers/Vulnerable children:**

We will continue to provide childcare for key workers and vulnerable children everyday (including Wednesdays). In preparation for the 1<sup>st</sup> June you will need to:

- Read the Risk Assessment and policies and complete the online survey. (Link given above)
- Inform Mrs Fellows via email: [info@brook.dudley.sch.uk](mailto:info@brook.dudley.sch.uk) of your childcare needs by the Thursday at 6pm of the previous week.
- You will no longer bring the children into the school reception area, as you will not be required to sign them in. From the 1<sup>st</sup> June, parents will not be allowed to enter the school building (unless a pre-arranged appointment has been made). You will drop off and collect your child(ren) to/from the school reception front door. Drop off time will be 8:30am and collection time will be 3:30pm. If you require different drop off/ collection times, these will need to be discussed so that they do not crossover with the year group drop off and collection times.

#### **Please note we will not be providing any wrap-around care. (Buddies)**

I fully appreciate that some parents have decided that their children will not return to school until September, I would like you to know that we totally understand the decisions you have made based on your family circumstances. Many of you have a number of concerns and that is completely understandable. Attendance, at this time, is not statutory.

Some parents have decided to wait, they are not sending their children back yet but may change their mind as guidance is updated. If this is the case, please note that you cannot just turn up with your child. You must contact school and arrangements will need to be made before your child can start attending.

This is not school as we know it, or as we want it- but we will try our best to make it as happy as possible for the children.

At this stage it is important to remember that the reopening of school on the 1<sup>st</sup> June is not definitive and the government maintain that they will only do this provided that the five key tests justify the changes at this time, including that the rate of infection is decreasing. I will send a School Life message to confirm that the school will be reopening on Sunday 31<sup>st</sup> May or before if I have the information.

Until then, I would like to take this opportunity to thank you for the support we have received from so many of you during this time. Your messages are really appreciated.

Please stay safe and keep smiling during these difficult and uncertain times.

Best wishes,

Mrs M.Fellows  
Headteacher

Mrs L Sahota  
Chair of Governors

George Street, Wordsley, Stourbridge,  
West Midlands. DY8 5YN. Tel: 01384 818835  
E-mail: [info@brook.dudley.sch.uk](mailto:info@brook.dudley.sch.uk)

