**Coronavirus (COVID-19):**

**Reopening arrangements letter to parents**

**RE: Arrangements for school reopening**

Aslamualikum warahmatulahi wabarakatuhu ,

Dear parents and carers,

Following the government’s announcement that schools will reopen on **\_\_\_\_\_\_\_\_\_\_**, I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment process.

We are looking forward to seeing all the children once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

I can confirm that school will reopen to **all pupils/pupils in** **year/s**  at **time** on **date**.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – contact your child’s class teacher via email. If you child has an EHC plan please contact the school SENCO, Zara Rahman, who will support you and your child with their return to school.

**School staff**

**(We should Provide an update on any staff who will be absent when the school reopens and confirm cover arrangements. You may wish to inform the parent community of the death or serious health condition of members of staff arising from coronavirus or anything else.)**

**Maintaining a safe school environment**

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

* Displaying coronavirus infection control measures information posters around the school
* Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  + Before leaving home
  + On arrival at school
  + After using the toilet
  + After breaks and sporting activities
  + Before food preparation
  + Before eating any food, including snacks
  + Before leaving school
* Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
* Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
* Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
* Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
* Telling staff to stay at home for seven days if they develop symptoms of coronavirus

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child’s household has symptoms, your child must self-isolate for 14 days from the day the other person’s symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on **0203 759 7408** at the earliest opportunity.

**Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

**We need to add details of the arrangements for pupils arriving at school at the start of the school day and for leaving at the end of the day. Include any specific instructions for the entrances to be used, alternative arrival or departure times, parking arrangements and measures to maintain social distancing. Include advice for social distancing when entering and leaving the school grounds. Also include confirmation of any changes to breakfast or after-school clubs.) slt to complete**

**Arrangements for breaktimes and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

**SLT to determine together details of the arrangements for breaktimes and lunchtimes. Include any changes to meal provision, restrictions on numbers of pupils eating together or being outside together, and any specific rules for play that pupils must adhere to, e.g. no footballs to be brought into school and arrangements for lunchtime clubs.**

**The school day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

**Slt to plan details of the arrangements for the school day and any changes made, e.g. changes to classroom layout, curriculum changes (e.g. PE), procedures for whole school assemblies, outdoor learning and after-school clubs. We need to Include details of any PPE arrangements implemented, e.g. for intimate care for early years pupils.**

**Transition arrangements**

**We will remove this section if the opportunity to share transition arrangements has passed.**

This time of year is an exciting time for our **Year x** pupils who are preparing to move to the next stage of their education. In normal circumstances, this can sometimes be a worrying time for children and for some, with the recent time away from school, this may be magnified. To help all pupils prepare for this change and to make the move to their next **school/class** successful, we would like to hear from them about what they are looking forward to and any concerns they have, this will inform our plans for supporting pupils transitioning to their new **school/class**. Our **Pupil Transition Questionnaire** has been sent to all pupils via **post**. We will write separately to explain the specific transition arrangements planned.

**School events**

Please note the following events have been temporarily cancelled – we will inform you of new dates and arrangements as soon as possible.

**Graduation**

**Support for pupils and families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils’ emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

**Circle times, creative art therapy, pupil voice,**

Parents may wish to seek support for themselves from the following support agencies, please also see the school website for further information:

* Samaritans – call free 24 hours a day on 116 123
* National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
* Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at <https://england.shelter.org.uk/get_help/webchat>

I hope that these arrangements provide you with the information you need to support your child to return to school. I would like to take the opportunity to thank you for supporting the school over recent weeks and supporting your child with their home learning.

Yours sincerely,

**Zara Rahman**

**Headteacher**