



## ORCHARD HEAD

J, I & N SCHOOL

**Orchard Head J, I & N School**

Orchard Head Lane

Pontefract

West Yorkshire

WF8 2NJ

**T:** 01977 723495

**W:** [orchardhead.patrust.org.uk](http://orchardhead.patrust.org.uk)

**E:** [admin@orchardhead.patrust.org.uk](mailto:admin@orchardhead.patrust.org.uk)

26 May 2020

Dear Parents and Carers,

Following the communication from the CEO of the Trust, Mr Julian Appleyard OBE, on Friday 22 May 2020, I wish to provide you with an overview of the arrangements and measures we have made from Monday 1 June 2020.

Before I provide this overview, I would like to take this opportunity to thank parents and carers for their understanding and cooperation since the school closure period. I know this has been a challenging time for many families and you have provided extraordinary support in extraordinary circumstances. As you are aware, we have remained open for vulnerable children and those of key workers, and will continue to remain open as usual for these distinct groups from 3 June 2020 onwards.

Subsequent to a meeting of the Trust Board on 22 May 2020, with the Executive Leadership Team, myself and other Heads of School, our opening plans were approved subject to a final review of health and safety measures as outlined in our risk assessment that has been validated by external health and safety consultants. This final review will take place on Friday 29 May 2020 by the Trust Board and they will only approve the opening of the School if they feel it is a safe place for children and staff to attend. In making this decision, the Trust Board will take consideration of the final announcement by the Government on the planned opening of schools scheduled for Thursday 28 May 2020. In preparation of the final approval, we are now implementing detailed plans to ensure the School has health and safety measures in line with Government expectations. It goes without saying that the safety of the children and staff is our top priority.

Our school, along with all schools across the Trust, is taking a cautious approach in reintegrating children back. As communicated by the CEO last week, we will scale up our provision only when we have reassured ourselves that we are ready to do so. To maintain Government guidance on social distancing and to reduce the risk of spread of Coronavirus, we will be placing all pupils, except for those from families who are key workers or vulnerable, into different bands (A and B). Each band will have an alternating weekly timetable halving the numbers attending school each day. Your child will attend 2 or 3 days each week and alternate for the following week. Detailed timetables, including staggered start and finish times, will be provided on Friday 29 May 2020. We will also let you know which band your child is in, so you can make the necessary arrangements around your daily routines and work commitments.

These small cohort sizes and staggered timetables will ensure the following;

- pupils get bespoke face to face educational time with their teachers;
- we do not exceed the maximum recommended number of pupils per class;
- pupils will form isolated social bubbles that mitigates the spread of infection;
- the circulation of pupils and parents/carers outside the School is limited to ensure social distancing is maintained.

Please note the following dates for the phased reintegration of pupils at Orchard Head. The first day back at school for each year band will be an induction day delivered by staff, so pupils fully understand the new procedures we have put in place to keep them safe. From Wednesday 3 June 2020 the School will open to all children of key worker parents/carers and those identified as vulnerable.

**Monday 1<sup>st</sup> June and Tuesday 2<sup>nd</sup> June**

The School will be closed to **all** pupils, including those from vulnerable and key worker families. This will allow us to carry out detailed staff training and make final preparations for the return of our children.

**Wednesday 3<sup>rd</sup> June**

The School will be open for pupils from key worker and vulnerable families only.

**Thursday 4<sup>th</sup> June**

The School will be open for pupils for Reception Band A and Year 1 Band A.

**Friday 5<sup>th</sup> June**

The School will be open for pupils for Reception Band B and Year 1 Band B.

**Thursday 11<sup>th</sup> June and Friday 12<sup>th</sup> June**

Year 6 pupils will return to school in bands A and B.

**Monday 15<sup>th</sup> June**

Nursery pupils will return to school in two bands (A and B).

The Government is encouraging all eligible children to attend, and it is no longer necessary for parents of eligible children to keep them at home. Following our phone conversations and the outcomes of the recent parent survey, we have placed pupils into different bands for their return. However, it is imperative that the following groups of pupils do not return to school;

1. Those children who are extremely clinically vulnerable i.e. shielding. You will have received a letter to advise you.
2. Those who are living in a household with someone who is extremely clinically vulnerable i.e. shielding. Your household members will have received a letter to advise them.
3. Those who are in a household that are isolating due to someone displaying Coronavirus symptoms or testing positive for Coronavirus.

**Children in the above groups must not attend school but will be supported to learn at home.**

4. If your child is clinically vulnerable, you should seek medical advice as to whether your child should return to school. The School must be advised that your child is clinically vulnerable and a risk assessment will be undertaken prior to the agreement of a school place.

If you have not already informed the School that your child is in one of the groups 1-4 as outlined above, please contact the School on [admin@orchardhead.patrust.org.uk](mailto:admin@orchardhead.patrust.org.uk)

For parents/carers who have initially indicated they are not sending their child back to school but who have changed their mind, or there has been a change in circumstance, we ask that you advise us by **12.00pm on Thursday 28 May 2020**. If you wish your child to attend after 3 June 2020, you will be required to provide 2 working days' notice. This allows us to carefully integrate your child into their classroom provision and not exceed the recommended number of pupils allowed in one 'social group'.

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to us. We are looking forward to welcoming your child(ren) back. I hope that you are assured that we have taken all possible steps to ensure safety for all in our school.

Yours faithfully,



Joe Mitchell  
Head of School