



**SOUTH FARNHAM EDUCATIONAL TRUST**  
SOUTH FARNHAM SCHOOL MENIN WAY FARNHAM SURREY GU9 8DY  
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19<sup>th</sup> May 2020

Dear Parents/Guardians,

As we prepare to welcome back the children in Reception, year 1 and year 6 from Monday 1<sup>st</sup> June, I know that there will be a level of apprehension and reassurances needed. Our schools have been working hard to ensure that government guidelines are followed and that a broad range of measures are in place after half term. Whilst each school will carefully consider their own site, staffing and provision, the Trust has completed a risk assessment for schools to use. Once the Trust Board has approved these plans this week the risk assessment will be available on the website for your information.

I am aware that you will be seeking reassurance from us during this time. We will take every reasonable endeavour to follow government advice and to adhere to the social distancing guidelines that have been made available to schools. All schools will look different to the children as they return and a key priority for staff will be to help them adjust to this. Young children will not understand the nuances/importance of social distancing so we will be teaching them about this in an age appropriate manner. Headteachers will write to you next week regarding more detailed arrangements and they will be following these principles:

- Parents will be encouraged to contact the school by email/telephone instead of coming on to the site and to adhere to national social distancing measure during these times
- One adult to drop off/collect their child(ren)
- Staggered arrival and exit times
- A range of entry/exit points
- Reduced class sizes (no more than 15 children in a group)
- The same children and staff will remain in consistent groups during the day and every reasonable endeavour will be made to limit interactions between groups. This will include designated learning and play areas for each group. Groups will not be changed during the week as the key here is consistency
- Classroom layout will be adjusted and resources allocated within each group
- There will be regular cleaning of resources and learning areas during the day with a thorough clean at the end of each day. Some resources may be removed from classrooms during this period
- Movement around the school will be carefully considered
- No whole school assemblies or gatherings
- Staggered break and lunch times may be considered although arrangements will be in place for each group to eat together (minimising contact with other groups)
- Catering options will be in place
- Arrangements for using the toilets will be staggered during the day (regular cleaning in place)
- Handwashing facilities will be readily available with use of hand sanitiser in areas where this is not possible

- Children will be engaged in basic learning regarding hand-washing and good hygiene
- Parents are to ensure that all children (or someone in their household) with coronavirus symptoms do not attend school. Follow national guidelines for self-isolation

Our schools look forward to welcoming some children back on 1<sup>st</sup> June. As parents, you will be best placed to make the decision regarding attendance having considered their educational needs and emotional welfare. Our sites have remained open to vulnerable children and the children of keyworkers throughout this period and I am confident that your children will receive the utmost care when they return.

This letter has been shared with all local governing bodies and the Chair of Governors of each school has been in daily contact with the school.

Best regards,

A handwritten signature in black ink that reads "Andrew Carter". The signature is written in a cursive style with a small flourish at the end.

Sir Andrew Carter, KBE  
CEO