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Dear Parents,

Transition for September

The government has now asked for all schools to be open to all pupils from September and has issued guidance today:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

We are looking at different ways to make it safe and ensure all our pupils' needs are met.

This is all subject to any further government guidance and the guidance the transport team need to consider in order to offer transport for our pupils.

As most pupils have been out of school since March, we are aiming to have a transition period in the first two weeks for all pupils. By the third week we would hope that all children will be back in school full time, however if they are struggling with transition back into school, this may need to be considered and alternative arrangements made to support a longer transition back. This will be in discussion with the school and parent.

During the first term our primary focus will be on emotional regulation and settling back into school routines.

In order to support transition we will be putting the school into two groups:

Group 1 – 3rd September

7/8th September

Group 2 – 4th September

10/11th September

We will be working with the transport team on the best way to arrange the groups and will be in contact shortly with which group your child is in.

Unfortunately we will not be able to offer breakfast club next year, pupils should arrive no earlier than 8.50.

Class groups

We have tried to keep children with the same teacher as far as possible to support their transition back into school. This is not the case for all pupils as some teachers have left, which has resulted in us needing a new teacher for that group. We have also looked at the class groups and due to new pupils joining the school in September, we have had to make some changes.

You will receive a letter about which class your child is in and who the class staff are. We aim to keep the staff the same throughout the year, however there are times that changes may occur due to staff moving on, or being needed in another class.

Our current plan, which will be reviewed throughout the year:

- Parents dropping children off – this can be done at 8.45 – 9.00
- Parents can collect their child from 3 – 3.15pm to allow for less adults in reception. Please do not wait in reception, please wait outside and come in one at a time.
- We will have a queuing system in place outside school.
- It will be preferable to call when you are near to the school, so that your child can be called to reception to reduce the wait time.
- Please do not congregate in the reception area, we can only have one family at a time.
- Children will be taken off buses from 9am
- We will take one child off the bus at a time
- We will not be taking temperatures of each child as they arrive
- Secondary pupils will go straight to their classes on arrival rather than the hall
- Primary children will go to the playground, and will be with the same group
- Red/Silver to their own playground
- Lunches will be staggered so only two classes are in the hall at a time
- The same classes will have breaks and lunches together so that there are only two groups mixing
- Specialist teachers will teach in the classroom rather than pupils moving around school.
- We have a one way system for the staircases with one used to go upstairs and the other used to come downstairs. to reduce pupils crossing each other
- We will not be having an assemblies for at least the first term
- We will not be hosting any parent coffee mornings for the first term
- Pupils will not be expected to social distance in the classroom
- Staff are encouraged to social distance from each other, however this will be more difficult to manage within the classroom due to support children may need
- We will increase hand washing throughout the day
- Staff will regularly clean items in the classroom
- Meetings will be done through Microsoft Teams in the first instance and will be kept under review.

Many of our pupils need transition breaks and need to be able to move around the school, they also need to access other rooms like the sensory and OT room. This may mean that pupils will mix. We will aim to keep it to a minimum, however we cannot guarantee that pupils will not mix throughout the day.

If you have any queries or concerns please contact the school office: admin@qe2cp.westminster.sch.uk

Many thanks

A handwritten signature in black ink, appearing to read 'Shepherd.', written in a cursive style.

Claire Shepherd

Acting Headteacher