



**Doddiscombsleigh Primary School**

Doddiscombsleigh, Exeter  
Devon, EX6 7PR

01647 252253

admin@doddi.devon.sch.uk

www.doddi.devon.sch.uk

Monday, 20<sup>th</sup> July 2020

Dear Parents,

Well this has certainly been quite a year for us all. I would like to begin by expressing my sincere thanks to every family, for your patience and support. I would also like to say how proud I am of all of our children, who I really think are the true heroes; for keeping us smiling and for coping so well with all of the changes that they have experienced. This has certainly been a challenging time for us all, but we are extremely excited for September, to have all of our Doddi children back together again.

You will have received a letter from Mr Harding, our Executive Head Teacher, but I am writing to let you know about the Doddi-specific plan for September, in line with the Government guidance. **From the 7<sup>th</sup> September**, school will be compulsory again for all children. We have followed the Government's guidance and worked with the local education authority to ensure that we have fully risk assessed our plans and we have the right systems in place. Our priority is to ensure the safety of everyone and so it is important that we all have some clear guidelines to follow. Your continued support with the new arrangements will be very much appreciated and we will be working hard with the children in school to help them understand the new procedures and expectations too.

This may seem like a lot of information to be given prior to the summer holiday, but I would rather give you as much notice as possible, especially where there are changes. I will ensure that the same information will be sent out again as part of the welcome back letter in September.

**How will the school be organised into bubbles?**

At Doddi, we will be operating in **two separate mini bubbles**: Acorn and Oak Class. Our main priority is to keep the two bubbles separate and avoid mixing children from these bubbles where we can. However, due to staffing and restrictions with the size of our site, there will be certain occasions when the children will mix. Therefore, **the school is essentially one bubble**. Children will have their lunch in the hall at staggered times, but there may be some cross over. Additionally, children will mix during lunch and break times. This arrangement adheres to the latest guidance and for many schools, bubbles will be at least 30, if not 60 children.

**What will drop off look like at Doddi?**

The drop-off time in the morning will be as it was before Lockdown, between 8.50am – 9.00am. There are 2m markers outside the school entrance so please make sure that you observe the rules around social distancing. The adaption to the drop-off procedure for September is that parents will be asked to say goodbye to their children at the school gate, where they will be met by a member of school staff. If you require a message to be passed on, please tell the staff member on the gate. Alternatively, if you wish to speak to your child's teacher, you can arrange an appointment, either by calling the school office or via email. Children will go straight into their classroom when they arrive. This new procedure is to ensure the safety of all staff, children and parents. We are also asking that only **one parent** drops off/collects their child. Thank you.

**What will collection time look like at Doddi?**

At 3.30pm, we will have a slightly different procedure in place than previously; Please can we ask that:

- Parents with children in Oak Class – collect their child/ren from the playground
- Parents with children in Acorn Class – collect their child/ren from the Acorn Class outdoor area.
- Parents with children in both classes/pre-school – collect their child/ren from the Acorn Class outdoor area.

The guidance clearly states that parents should not gather at entrance gates or doors and must not enter the site unless they have a pre-arranged appointment. Please can I ask that you follow this guidance, to keep everyone safe. As you will be aware, the area outside of the school gate is quite narrow, especially if families gather there. Therefore, to keep our children as safe as possible, please do not congregate outside the school gate. Thank you for your co-operation.

### **Which staff will be at school in September?**

All of our staff at Doddi will be returning in September. Mr Stewart will teach Oak Class (key stage two) and Mr Collings will teach Acorn Class (Reception and key stage one).

Since Easter, Mr Collings' hours have reduced. As you may remember, Doddi has always had one full time teaching post and one part time, where the Head of School would also teach in Key Stage Two. Due to all of the changes that we faced last year, both Mr Collings and Mr Stewart worked full time, however Mr Collings requested a slight reduction to his hours and has been working on a reduced timetable since Easter. When we return, I will be teaching in Acorn Class on Tuesday afternoons and Thursday mornings. Having taught in Key Stage one for most of my teaching career, I am very excited about this!

### **What will school look like for the children?**

School will look and feel a little different in September but I would like to reassure you that we are committed to ensuring that children still enjoy school and that they get as much from being at school as possible whilst also being safe. Lessons will be structured in much the same way that they are used to and they will be surrounded by familiar adults and staff who are all ready to support them. We will also ensure that all children participate in a variety of daily activities that are good for their mental health, as this is of significant importance at this time. However, there will be some things that will be different:

- The classrooms will look different to when the children were last in them; table arrangements are different in order to support social distancing where possible, including seating children side-by-side and facing forwards.
- Children will have their very own sets of stationery. These will be used only by them and will not be shared. Any shared equipment will remain in their bubble and will be wiped clean every day.
- Any equipment that needs to be shared, such as art equipment or P.E. equipment will be wiped clean between bubbles and placed in quarantine area clearly marked for 72 hours.

### **What will the children be learning?**

There will be a return to normal curriculum expectations in September and staff have been busy planning the curriculum for the next academic year – there's lots for the children to look forward to. You will be aware that there has been much talk about 'catch up' programmes for children who have missed a lot of school. More information about the ways in which the school will support children to catch-up will be issued in September once we have established the extent to which we will need to support groups of children to close any potential gaps.

### **Will extra-curricular clubs be available?**

As you are aware from an email that I sent out recently, we are not going to be able to offer extra-curricular clubs immediately when we return in the autumn term, but we will be looking to start clubs again later in the term if we are safely able to. As you know, we are in the process of starting up some new and exciting clubs such as Mountain Bike Club and we will keep you informed about when these can begin.

### **Will there be wraparound care available?**

As some of you may be aware, Charlotte Drew has taken over as the new Doddi Pre-School Manager. Since starting her new role, Charlotte has been extremely busy, transforming the pre-school and coming up with new and innovative ideas for the pre-schoolers. In September, the pre-school will be offering a breakfast and after school club and this will be open to all school aged children. This is an extremely exciting opportunity, which we haven't been previously able to offer. Breakfast and after school club will run from Monday to Wednesday, from 8am to 5pm every day and on a

Thursday morning from 8am. Morning sessions will be £5 and after school sessions will be £8. This includes food and drink. I would like to thank Charlotte and her fantastic team for working closely with us to make this work. If you would like to book your child into breakfast or after school club when we return in September, please contact Charlotte: [cdrew@doddi.devon.sch.uk](mailto:cdrew@doddi.devon.sch.uk)

#### **Will school lunches be available?**

Hot lunches will be available from September and these will be cooked on site. The menu for the first week is attached to this letter and a new menu will be handed out in September for the following week. Lunches will be paid for on ParentPay, our new online payment system. More information about this is also attached to this letter. Children in Reception, Year 1 and Year 2 are entitled to funded school meals and meals for children in Key Stage Two cost £2.50. Children will make their lunch choices on a Friday morning, ready for the following week.

#### **What's the plan for our new reception children?**

We are very excited to be welcoming our six new Reception children to Doddi; Enzo, Elsie, Imogen, Effie, Lauren and Eleana. As is normal practice at Doddi, these children will begin full time with us on Monday, 7<sup>th</sup> September.

We also have a new family who have joined us during Lockdown and we welcome Meredith (current Reception) and Harvey (current Year Two) to Doddi. We can't wait to meet you properly!

#### **What does my child need to wear and bring to school in September?**

As Mr Harding mentioned in his letter last week, children need to wear uniform from the list provided with this letter, which can be purchased from Thomas Moore in Exeter. A reminder that the hoodies for PE are not to be worn instead of a jumper or cardigan.

Children do not need to bring their PE kit to change into. Instead, all children should **come to school in their PE kit on a Thursday**.

In order to ensure that we adhere to the Government guidelines for returning to school, we will only be allowing basic items to be brought to school each day. Therefore, please ensure that your child:

- Wears full school uniform each day (P.E. kit on Thursdays)
- Brings a **named** water bottle
- Has a waterproof coat that fits inside their backpack and hat if the weather is hot
- A named lunch box if they are having packed lunch

Current guidelines state that it is **not** necessary to wash clothing every day.

To minimise the risk of transmission, your child should **not** bring any reading materials, stationery, or show and tell items to school. Information about reading diaries and homework and what will be permissible in school will be provided in September. For children in Acorn Class, book bags can be purchased from the school office for £5.

#### **Will there be peripatetic music lessons available in September?**

There will be no music lessons taking place on the school site when we initially return in September, but these will be available online instead. If you would like more information, please contact us.

#### **Do I need to return a Chrome Book if we borrowed one?**

If your child borrowed a Chrome Book, these must be returned with the charger on the first day back. Thank you.

#### **What additional hygiene arrangements are in place?**

Rigorous cleaning and hygiene arrangements will continue to be in place in September:

- Frequently touched surfaces and desks will be cleaned throughout the day.
- Windows and doors will be open in classrooms as much as possible to ensure ventilation.

- We will be ensuring that children wash their hands regularly. This will be supervised.
- Lidded bins are provided for tissues and bins will be emptied throughout the day.
- Children will be taught the expectations linked to hygiene in the first week back.

**What if my child feels unwell?**

If your child displays any symptoms (cough, temperature or feels unwell), they must **not attend school**. Additionally, if your child displays symptoms when they are at school, we will contact you to collect them **immediately**. We will look after your child in a designated quarantine area until you arrive.

**When does school begin again in September?**

A reminder that we start back at school on Monday, 7<sup>th</sup> September. Staff will be in for two non-pupil days the previous week and we will be getting in touch with each family to check in before they return on Monday, 7<sup>th</sup>.

**And finally...**

I would like to wish you all a very happy summer holiday. As always, if you have any questions, please get in touch. We cannot wait to welcome all children back in September.

With best wishes,

Sophie Wiseman  
Head of School