8th July

Dear Parents and Carers

**Staffing for September**

Please find below the staffing for September 2020. We would like to welcome Miss Wright who will be starting in Year 3. Miss Wright is known to the children and staff. She completed two placements as a student here at Loxwood and we are really pleased that she is joining our team. Miss Price will be reducing her hours and will be working with Miss Wright in Year 3.

As in previous years we deploy our teaching assistants to classes dependent on their specific areas of training and the needs of the children. This may mean that they will work across a number of classes during the course of a week.

Teachers legal right to PPA time (Planning, preparation and assessment, 10% of the week) will be covered by Mrs Olliver our HLTA (Higher Level Teaching Assistant) supported by the class teacher.

The advantage of a small school is that many of the staff are known to your children, even if those staff are in a different year group.

**Starting back to School in September**

We are obviously keenly aware that some of our pupils haven’t been to school since March. Those that have returned have been learning in a very different environment to normal.

Whilst we digest the guidance published late last week we want to reassure you that our plans for all children returning in September will initially be centred on transition to a new class teacher and year group, well-being and safety.

Before the end of the term we will provide you with information about what this will look like however the link below is the parental information provided by the government.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Schools guidance can be found at the link below if you wish to see the information that is informing our Risk Assessment.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We are all concerned that children will return at very different places in their learning. This is a challenge faced by all schools. It is important to remember though, that teachers are trained to plan and assess where an individual child is in their learning efficiently and quickly. It will be challenging but we will waste no time in ascertaining where your child is and what we need to do to support them on their onwards journey.

We hope that you are able to enjoy the summer holidays and we very much look forward to seeing everyone in September

Kind regards,

Ms Kitson

Staffing for September 2020

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| **Year group** | **Teacher** | **Teaching Assistant** |
| Acorns (Reception) | Mrs Calvert | Mrs Coupe |
| Oak (Year 1) | Mrs Harder and Mrs Pinder | Mrs O Mara |
| Willow (Year 2) | Mrs Rolland | Miss Palmer and Mrs Pinder |
| Rowan (Year 3) | Miss Wright(Miss Price to cover 1 day per week for NQT day) | Mrs Smith and Mrs Cook |
| Sycamore (Year 4) | Mrs Oldfield | Mrs Cook and Mrs Pinder |
| Mulberry (Year 5) | Mrs Winter and Mrs Donnelly | Mrs Daly |
| Chestnut (Year 6) | Mrs Webber | Mrs Cook and Mrs Tedd |

Mr Kendall will continue as our Special Educational Needs Co-ordinator (SENDCo)

Mrs Swann will continue as Learning Mentor

Miss Palmer will continue working with small groups where a need is identified