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26<sup>th</sup> May 2020

Dear Parents/Carers and Staff,

### **Phased Controlled Growth Plan**

We are implementing a phased controlled growth plan to enable Five Acre Wood to increase the number of pupils that we are able to support in school. As we are sure you will appreciate there is a limit on the number of pupils we are able to accommodate, in line with our risk assessment.

We are applying the following key principals:

1. The health and wellbeing of pupils and staff are at the heart of all decisions that we make.
2. We will not rush into decisions that we later regret.
3. We will continue to develop our provision in a slow, safe and manageable way.

We will make our decisions based on:

1. How we can control the risk of pupils and staff catching or spreading Covid-19.
2. The space we have at school.
3. Having staff that are available to support pupils.

Prior to half term we have been supporting 51 families by providing respite provision on our Loose site. This has been operating across 4 hubs with pupils in a hub being supported by an adult 1:1 in a classroom. Each hub has had hub coordinators that support with personal care, comfort breaks and breaks for lunch. Our aim is to gradually increase this provision over the next 3 weeks to be able to offer a place on a rota basis for 140 children that parents / carers have requested places for.

In order to do this as safely as we can, the Loose site is being transformed into 8 distinct hubs during half term. Pupils and adults that are working in each hub will only access the areas of the school designated to that hub so that there is minimal contact between adults and pupils in different hubs. Each room within a hub will only have 1 pupil in it each day, however across a week there will be 2 or 3 pupils that access that room on a rota basis.

We will be controlling the growth of these hubs so that we can train staff in our new ways of working, ensure the systems that we have introduced to increase this provision have an opportunity to embed and be refined. Our main purpose during this period has and will continue to be doing all we can to reduce risk of transmission of Covid 19.

Our expansion at Loose will be phased on a rota as follows –

Week 1	June 1 <sup>st</sup> – June 5 <sup>th</sup> 2020	4 hubs open	51 pupils
Week 2	June 8 <sup>th</sup> – June 12 <sup>th</sup> 2020	6 hubs open	80 pupils
Week 3	June 15 <sup>th</sup> – June 19 <sup>th</sup> 2020	8 hubs open	108 pupils



Our satellite provisions are also being prepared to be able to support pupils that are more able to follow social distancing rules and hygiene guidelines. We are developing small group provision for pupils. We will be starting this with 2 or 3 pupils in groups dependent upon individuals, if this is successful and pupils are able to follow social distancing rules we will look to increase the number of pupils in a class up to a maximum of 5.

Our expansion at our Snodland provisions will be phased on a rota as follows –

Week 1	June 1 <sup>st</sup> – June 5 <sup>th</sup> 2020	Closed	0 pupils
Week 2	June 8 <sup>th</sup> – June 12 <sup>th</sup> 2020	1 hub open	20 pupils
Week 3	June 15 <sup>th</sup> – June 19 <sup>th</sup> 2020	2 hubs open	40 pupils

Our Palace Wood provision will remain closed during weeks 1 and 2 and we will review this on a weekly basis.

If you had requested a place for your child to access school provision by 20<sup>th</sup> May, you will receive an email with the following details:

- The school planning procedures
- The date your child will be able to return to school
- Days that have been allocated on a rota basis
- An agreement between home and school during this period
- Which hub your child will have access to
- Maps of the school site with allocated drop off and collection zones and timings

We will continue to do all that we can to support families and ensure our pupils are kept safe during this pandemic. Whilst increasing the growth of provision in school, we will continue to be in contact with families that feel it is safer for their children to remain at home. We are not and will not be in a position to resume normal education practice and have all of our pupils back in school before September.

Our plans may need to adjust if, for example, the Government announces any changes to its own proposal to 're-open' Schools or we need to review our approach.

Take care all.

Kind regards

**The Senior Leadership Team**

