



**Billingshurst Primary School**  
**Headteacher : Helen Williamson BSc (Hons) MA**  
Station Road, Billingshurst, West Sussex RH14 9RE  
Tel: 01403 782789 Fax: 01403 783124  
e-mail: [office@billingshurstprimary.org.uk](mailto:office@billingshurstprimary.org.uk)  
website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

Tuesday 19<sup>th</sup> May 2020

Dear Parents and Carers

As I am sure you are all aware, the government announced that schools should plan to extend their opening to Reception, Year 1 and Year 6 children from 1<sup>st</sup> June, if the data on COVID-19 infection rates and deaths supports the return to school. We are therefore making plans to open to more children on the 1<sup>st</sup> June.

This is a highly complex situation as we have to undertake detailed planning to ensure that class sizes are smaller, that children are kept in groups that do not mix, that we have a rigorous cleaning schedule, that equipment is not shared and that we can manage the movement of children on, off and around the site. I will share these plans later this week when they are completed.

Thank you to all the Reception, Year 1 and Year 6 parents who responded to the survey this weekend. A number of respondents said their decision would be based on what the arrangements are for the children. Although I cannot be specific yet, there are some significant changes you should be aware of and that might be helpful for you to have some information now.

Children will be in smaller groups, a maximum of 15. This means it is highly likely that they will not be in their own classroom or with their own teacher. They will be with half the class divided alphabetically as I am sure you can understand it is utterly impossible to arrange classes according to friendship groups. Children will remain in their classroom all day with the exception of going outside which we will encourage as much as possible. There will be no assemblies or indoor PE, and only those having hot meals will go to the halls on a rota basis. Most of the normal equipment will be removed from the classrooms to enable single desks per child, including Reception, to ensure they stay isolated. Unfortunately education will look quite different for our youngest children. I do not take any pleasure in this as it goes against the very core of our purpose and ethos. However we have to manage the infection risk and follow the guidelines to ensure the safety of the children, the staff and families at home now that the decision has been made to return children to school.

There will be more detail but these are the basics of what will be planned. Please do not yet respond if you have any questions as I will be unable to answer them immediately, Of course there will be an opportunity for you to feedback and give your thoughts, as well as ask any specific questions. You will not be forced to return your child to school and no-one will be fined or prosecuted for absence if you decide not to send your child back.

We will continue provision for keyworkers children as we have through the lockdown period. We will also be extending home learning provision for those not returning in all year groups so that, whether at school or at home, the learning opportunities will be equal.

I have attached a letter from Paul Wagstaff, Director of Education and Skills at WSCC for your information.

Yours sincerely

Helen Williamson  
Headteacher



