

26th August 2020

Dear Parents,

Welcoming children back to school

We are all very excited about welcoming your children back to school on **Thursday 3rd September**. I hope you have all had a good summer break and you managed to keep well and have fun despite restrictions.

This letter will give you all the information you need about starting back at school next week. Many children were back in school at the end of last term and will already be familiar with the procedures we have in place but we appreciate that some children have not been into the classroom for five months and as a result the transition back into school will be a big change for them. We are planning to ensure that this transition is as smooth as possible and we aim to reassure parents and children that school is a safe place to be.

The government have helpfully produced a leaflet for parents which answers many of the questions you may have about children returning to school. A copy of this leaflet is attached with this communication and can also be downloaded from the school website. You can also visit the government website: www.gov.uk/backtoschool for more information on returning to school safely.

What is the school doing to keep children, staff and families safe?

The school leadership team recognise our responsibility to protect all members of the school community from harm. This includes taking all reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our school setting.

We have revisited and reviewed our risk assessment which is available on the school website or in hard copy from the school office and we are implementing sensible and proportionate control measure following the most recent government guidance (below) to reduce the risk to the lowest reasonably practicable level.

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

System of Controls

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or someone in their household who does, do not attend school.

The school will follow government guidance to ensure pupils, staff and others do not come into school if they have coronavirus symptoms or have tested positive in the at least the last 10 days and ensuring that anyone who develops symptoms whilst in school is sent home.

If anyone becomes unwell with coronavirus symptoms they will be advised to follow stay at home guidance for households with possible or confirmed coronavirus infection which sets out that they should self-isolate for at least 10 days and arrange to have a test.

Other members of the household should self-isolate for 14 days from which the symptomatic person first had symptoms.

If a child who has developed symptoms whilst in school is awaiting collection they will be moved to a room where they will be isolated with an appropriate adult if required.

Any adult who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Any areas around the symptomatic person will be cleaned thoroughly after they have left to reduce the risk of passing the infection on to others. Again, government guidance will be followed.

Cleaning hands thoroughly more often than usual

Pupils will continue to clean their hands regularly including when they arrive at school, when they come in from breaks, if they change rooms and before and after eating. To enable children to clean their hands regularly we will have implemented the following:

- Hand sanitiser dispensers in classrooms, corridors and shared spaces.
- Hand washing facilities in classrooms with soap and running water.
- Children will be supervised to ensure they are cleaning their hands thoroughly.
- Routines are built into the day to allow for handwashing.
- Children are taught about thorough hand washing and the behaviour expectations.

Good respiratory hygiene – ‘catch it, bin it, kill it’.

Every classroom will have a supply of tissues and bins to support pupils and staff in following this routine. Children will be taught about good respiratory hygiene and bins will be emptied carefully and regularly.

Children of primary age do not need wear face coverings as children are mixing in consistent groups. If parents wish their child to wear a face covering they will need to contact the school to discuss this with a member of the senior leadership team.

Enhanced cleaning

We have an enhanced cleaning schedule that enables more frequent cleaning of rooms, surfaces and resources and follows government guidance.

Minimising contact between individuals and maintaining social distancing.

The school has put in the following measures to minimise contacts and mixing whilst continuing to provide a broad and balanced curriculum:

Arriving at and leaving school

Arrangements for dropping children off and picking up at school will be carefully planned and managed to ensure:

- Parents are able to maintain social distancing
- Children from different bubbles do not mix
- Staff can maintain social distancing with parents

Children must arrive at school on time, in school uniform (summer uniform is permitted until October half term). Children will need a packed lunch (unless packed lunch is provided by the school), named water bottle and school bag containing named pencil case with pencils, eraser, ruler, scissors, glue stick, sharpener and coloured pencils*. Children must also have a named PE kit and wellies which will stay in school. All children need a named coat.

*Stationery equipment only necessary for Years 2 – 6.

We would ask parents to support us in maintaining social distancing and minimising contact between individuals whilst on the school site. Parents should:

- Drop off and pick up their child and leave the site as quickly as possible
- Stick to the drop off and collection procedures and be on time
- Not gather at the school gate or in the school car park
- Refrain from coming into school without an appointment.
- Parents should not approach the classroom doors and any messages should be emailed via the school office or telephoned through.

EYFS and KS1 parents should enter the school via the wooden gates onto the field. Parents should take children directly to classrooms following the signage and then leave once children have been handed over to a member of the school staff. Staff will meet the children at the door.

Year 3 and Year 4 children should be dropped off in the Y3/4 playground and will stay in their designated lines until brought in by the teacher.

Year 5 and Year 6 will be dropped off at the entrance to overflow car park and will go straight into school.

Children should enter school via the following entrances:

Class	Entrance to school	Drop off time
Cherry	Cherry external door via KS1 playground	08.55 – 09.05
Lime	Lime external door via KS1 playground	08.40 – 08.50
Pear	Pear external door via KS1 playground	08.40 – 08.50
Plum	Plum external door	08.55 – 09.05
Holly	Holly external door	08.55 - 09.05
Juniper	Juniper external door	08.40 – 08.50
Beech	Beech external door via Y3/4 playground	08.40 – 08.50
Willow	Y3/4 entrance via Y3/4 playground	08.55 – 09.05
Chestnut	Y3/4 entrance via Y3/4 playground	08.40 – 08.50
Maple	Fire escape	08.55 – 09.05
Ash	Y5/6 entrance via Y/5 playground	08.40 – 08.50
Elm	Fire escape	08.55 – 09.05
Rowan	Entrance by disabled toilet via Y5/6 playground	08.55 – 09.05
Oak	Far entrance by Oak class	08.40 – 08.50

What happens with siblings who have different drop off times?

If a parent or carer is dropping off children at different times they can either:

- Leave a child in the care of a member of staff on duty on the playground
- Wait on the playground with their child whilst maintaining social distancing.

It is essential that parents support the school in their protective measures by:

- Arriving at school on time in their designated time slot.
- Picking up their child on time and leaving the school site promptly
- Ensuring children are not mixing with children from other bubbles on the school site after and before school.

What happens if a child is reluctant to leave their parent?

The school staff recognise that some children may well be anxious about returning to school after such a long time away and may find leaving their parents/carers very difficult. In these circumstances staff will do their best to encourage the children into the school building with the following possible solutions:

- Encourage children to come in with a friend in their bubble
- Encourage children to come into school and do an activity outside the classroom with a friend eg lego, special colouring
- Spend some settling time with a TA, Mrs Silins or another member of SLT doing a different activity or outside until ready to come in.

If children are still reluctant to enter the school building and refuse to come in parents will be asked to take their child in through the main entrance to school where they will be met by a designated key person.

If in extreme situations, children cannot be persuaded to come into school, parents will be asked to take their child home and try again the next day. The school will then ask parents to come in for a socially distanced meeting possibly with external agencies to agree strategies for getting their child into school.

School staff will not use restraint or physically handle children in an attempt to get them into school or keep them in school.

If any parents have concerns about their child returning to school and wish to discuss them with us please contact the school office by email and someone will get in touch.

How will children be picked up at the end of the day?

Pick up will be carefully planned and managed to ensure that:

- Parents are able to maintain social distancing
- Children from different bubbles do not mix
- Staff can maintain social distancing with parents

School staff will send the children out of classroom external doors to meet parents who should stand on the school playground or field maintaining social distancing. Year 5 and 6 parents should wait in the overflow car park area.

Cherry Class children will be collected from the KS1 playground at 3.15pm.

Lime Class children will be collected from the KS1 playground at 3.00pm.

Pear Class children will be collected from outside Pear class on the playground at 3.00pm

Plum Class children will be collected from outside Plum Class at 3.15pm

Holly Class children will be collected from the bottom of the steps at 3.15pm

Juniper Class children will be collected from the side gate to their outside area at 3.00pm

Beech Class children will be collected from the external door by Beech Class at 3.00pm

Willow Class children will be collected from the Year 3/4 playground at 3.15pm

Chestnut Class children will be collected from the Year 3/4 playground at 3.00pm

Maple Class children will be collected from the Year 3/4 playground at 3.15pm

Ash Class children can be collected from the overflow carpark at 3.00pm

Elm Class children can be collected from the overflow carpark at 3.15pm

Rowan Class children can be collected from the overflow carpark at 3.15pm

Oak Class children can be collected from the overflow carpark at 3.00pm

Before and After School care

Breakfast Club will continue to run from 07.45 – 08.40. Booking for breakfast club should be made via Parentpay.

Children can be dropped off at the normal entrance to breakfast club where they will be met by breakfast club staff.

Children will be encouraged to maintain social distancing whilst at breakfast club and they will eat seated next to others from their bubbles wherever possible.

At the end of breakfast club children will be taken to their bubbles by breakfast club staff.

The lead professional for breakfast club will be Ms Gately.

Twiglets will continue to run from 3.00 – 6.00pm in the school hall. Booking for Twiglets should be made via Parentpay.

School staff will take younger children from their bubbles to after school care. Older children can make their own way to after school club.

Parents should collect children from the Year 5/6 door to the hall.

The lead professional for Twiglets will be Mrs Wilmott.

How will the school group children?

Children will be working in class size 'bubbles' and will be taught by consistent staff wherever possible. Our usual PPA teachers and supply staff will continue to work with the children.

Children will be kept apart from other groups and the older children will be encouraged to keep their distance from one another within their groups. All children will remain in their class groups for the majority of the time in school but they may mix into wider groups for specialist teaching or wraparound care.

Teachers will teach and frequently remind children about the system of controls in place in order to reduce the risk of transmission. These include:

- If you are feeling unwell you must let an adult know.
- Cleaning hands regularly
- Catch it, bin it, kill it
- Keeping our environment clean
- Minimising contacts and social distancing

Measures within the classroom

- All classroom surfaces will be kept free from clutter and unnecessary equipment to enable easy cleaning.
- Children will sit two at a table facing the front in designated seats (with the exception of EYFS and Y1).
- Tables should be spaced apart wherever possible.

- Children are encouraged to remain in their seats and not wander around the room during lessons (with the exception of EYFS and Y1).
- Lessons will be taught outside where possible and children will be given frequent breaks outside.
- All soft toys and furnishings will be removed.
- Wherever possible children will use their own resources and will not share with others.
- Tables will be wiped down using anti-bacterial spray at break time and lunchtime by the school staff.
- Tissues will be readily available and disposed of in a separate bin containing a bin liner which will be emptied at lunchtime and at the end of the day into another bin bag. These bags will be sealed at the end of the day and disposed of by the cleaning staff.
- All non-essential furniture and equipment will be removed from the classrooms and stored to enable greater social distancing.
- Windows and external doors will be kept open in normal circumstances.
- Children are encouraged to sit apart from one another during carpet time.

Toileting

Toileting arrangements need to be planned carefully so that:

- Numbers of children in the toilets are limited.
- Staff are able to monitor the use of the toilets.

Children should be permitted to use the toilets during lesson time. Teaching staff will monitor the use of toilets during the day to maintain social distancing where possible.

Moving around school

Children should not need to move around the school other than to go in and out for playtime and go to the Den or the hall for PE lessons.

Teachers are responsible for maintaining social distancing whilst walking classes around the school. Children should walk in single file and keep to the left to avoid mixing with other 'bubbles'. Staff will take sensible and reasonable steps to avoid children coming into close and prolonged contact with other bubbles.

What happens if there is a confirmed case at the school?

The school will take swift action when they become aware that someone who has attended has tested positive for coronavirus. The school will work with the local health protection team who will carry out a thorough risk assessment, guide the school through the necessary procedures and support in communicating with the school community.

And finally....

I want to reassure you that we are doing everything we can to keep everyone safe. Children need to get back to school. Our experience of the children returning at the end of the summer term was extremely positive. The children were very happy to be back in the classrooms, they adapted very well to the different arrangements and they loved being back with their friends and their teachers. Everyone remained healthy and we started to feel like a school again.



I look forward to seeing you all on 3rd September.

Yours sincerely,

Mrs Woolley, Headteacher