

RE: Full return September 2020

Dear Parents and Carers,

We hope you and your families are well and we hope you have a relaxing and enjoyable summer.

The autumn term starts back on Tuesday 1st September 2020. This day will be an inset day for STAFF ONLY. This will enable us to ensure our safeguarding arrangements are up to date and to give us time to put the final procedures in place for the children's return. We are pleased to report that currently ALL children will return to school full time. If this changes over the summer break, we will notify you as soon as possible. **ALL children will return to school on Wednesday 2nd September.**

This letter is intended to give you more information about the return to school for your child/ren. The following arrangements have been arranged in accordance with the relevant guidance and robust risk assessments.

We can't wait to have all the children back in school once again, however we know that the virus is unfortunately still in circulation and is likely to remain for some time. We would like to reassure you that the safety of our school community is our top priority and we have put all the necessary protective and preventative measures in place. The provision which we will offer in September will be similar to what it was prior to the school closure in March but some aspects will still have to be different due to us trying to limit the spread of the virus and keeping our community as safe as we can.

We recognise that some of you may have concerns about your child returning to school. We will try and do all we can to limit and reduce the risks as much as possible but as you can appreciate there is only so much that we have control over. We have stringent control and preventative methods in place and these will be constantly reviewed.

As you have probably heard, the government has said that they expect ALL children to return to school in September unless there is a valid reason. We are awaiting further guidance about fines being issued for parents who do not allow their children to return. We will keep you updated as soon as we have any more information.

Maintaining a safe school environment

The school continues to put a number of preventative measures in place in order to help to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school e.g. handwashing signs/social distancing signs/markers on the floor/door capacity signs.
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before eating any food, including snacks
 - Before leaving school
- Ensuring hand sanitising dispensers are located throughout the school, in classes and other learning spaces.
- Keeping the children in set bubbles - these will be in year groups and class bubbles.
- Reduced numbers of staff/pupils in any one space - particularly smaller rooms.
- Clear signs to indicate the maximum capacity of additional spaces in the school.
- Ensuring pupils, staff and visitors understand that they must cover their cough or sneeze with a tissue, then throw the tissue away.
- Regular lessons and reminders about hygiene and rules.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Following a robust process if a child or staff member shows symptoms.
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate toilet, where possible.
- Ensuring staff and pupils have a test if they are unwell and show symptoms of the virus.
- If one child/adult in a group/'bubble' is tested positive, the whole group will need to isolate for 14 days. We will follow Public Health guidance in relation to this <http://www.nhs.uk/conditions/coronavirus-covid-19/>
- Children will be encouraged to socially distance in enclosed spaces as far as possible but with all children back in school, this will be more challenging. The government have advised schools that this is not necessary within their bubble, due to the other safety measures in place. Therefore, please do not expect your child to be 2 metres apart from others at all times. We will strive for this to

happen but you need to be aware that children are likely to come into contact with others.

- Ensuring staff strive to socially distance from children.
- Not allowing visitors on site unless essential, pre-booked and then only if following strict social distancing and preventative measures.
- Children will not be able to attend school for 14 days if it comes to light that they have travelled abroad to a country that is not on the current government list.
- If we are unhappy about the conduct of families outside of school e.g not following guidance and putting pupils and staff at risk, we will seek advice as to what actions can be taken to ensure that people adhere to guidance or would have to consider not allowing children to attend for a period of time.
- If a child attends any other setting e.g before or after school care, you will need to provide the school with a copy of their COV-ID 19 risk assessment.
- We encourage parents to walk to school, where possible, and not car share with other families.
- Pick-up and drop-offs by one person.

What will school look like for my child?

The day should look similar to what it was pre lockdown, in terms of the classrooms and layout. The main changes will be around how the children move around the school, frequent handwashing and remaining in their separate zones or areas.

- **Start times and end times will be staggered** to ensure social distancing can be adhered to around our school site. Please see information below.
- Drop-off and pick-up times will be different and **parents will not be able to enter the building or site**, so children will need to be prepared to say goodbye to their adults outside of the gates.
- We will continue to work with you in this new, slightly different way. For urgent messages, parents will need to tell the staff member on the gate in the morning or **phone the office to pass any messages on; non-urgent messages can be emailed**. Although we will need to minimise face-to-face contact with you, please be assured we are focussed on providing the best for the children.
- You may have heard the word '**bubble**' being used recently. A bubble refers to a group, which spends the majority of their time together and does not mix with other groups or has limited contact with other groups. Currently the guidance hasn't stated a maximum number for each bubble - we will strive to make these groups constant and they will be made up of children from their own year group and class.

- It is not deemed essential for children to stay apart, particularly the younger children so this cannot be guaranteed. However, in their 'bubble', children will be **encouraged to socially distance** and the room will be set up to support this, if space permits. Staff will strive to socially distance from the children. Rotas, room allocations, allocated toilets, staggered playtime and lunchtimes will support this.
- There are a number of child friendly materials such as short stories and videos which help children to understand more about social distancing in a sensitive and reassuring way. Here is just one of the many resources now available; <http://www.pollydunbar.com/#> - copy and paste into an internet browser.
- The **children will spend their school sessions inside the same room** unless carrying out learning activities outdoors or in quiet spaces. Whilst we will endeavour to ensure the same teacher and teaching assistant will be working with the children, this can't always be guaranteed if someone is poorly. Teaching assistants sometimes do need to work with other classes for part of the week. This is allowed but staff will adhere to the necessary preventative measure if they have to move between groups. Children will play in their bubble but will be able to see other children in their different allocated zones.
- Children will **not be able to move around school without supervision** and will have to remain in their designated areas and follow directions.
- Each child will need to have their **own set of frequently used equipment** e.g. pencils and other stationery; this is to minimise the risk by sharing equipment. Each child will have a pencil case. This equipment will be provided by the school. However, the children do need to look after this property. Other larger resources can be shared within their bubble and will be cleaned regularly. Each class will have their own allocated playtime and PE equipment box.
- The children will have **designated toilets** which they will use. Staff will ensure that the toilet area is clear before allowing a child to enter. These checks will obviously be carried out by following the 2 metre distancing rule. The toilets will be cleaned more frequently.
- **Lunch time play will be staggered** to avoid children coming into contact with other bubbles.
- For the first half term, the **children will have packed lunches only**. These can be **brought in from home or ordered from school** through Caterlink but these will need to be paid for unless children are entitled to free school meals or universal free school meals (EYFS/yr 1/yr 2). There will be **no hot lunches** for the first half-term - this will be reviewed in October. Children will eat their lunches in the

classrooms or outside, if the weather is dry, to ensure the children don't use different spaces in the school. The baguette options are: cheese, ham, tuna or egg.

- **Initially, no PE kits will be required.** Teachers will give more information about this at the start of the year. Children will be asked to come in wearing their PE kits on their allocated PE day. This will be reviewed after half-term.
- **Children will wear school uniform as normal.**
- Children will **only bring in a snack and a named water bottle.** We should be able to provide free fruit and continue providing milk for under 5s and for those who wish to purchase it through Cool Milk.
- Children will **not be permitted to bring in any other belongings** (e.g. pencil case, toys etc.) other than their reading packet. Small bags are permitted but these will need to be kept in the classrooms, so no huge bags please. Please do not spend money on purchasing an expensive big school bag ready for September. No link books will be given out before half-term.
- **Paper based homework will be very limited.** Activities will continue to be uploaded on to the learning platform (reception learning activities will be uploaded via Tapestry).
- The **home learning platform** work will cease for home learning other than normal homework. Please remember your log in credentials as, if we have another lockdown, work will continue to be set on here.
- **PPE** (personal protective equipment) does not have to be worn by pupils or staff at the moment, however this may change by September. The guidance states that it only needs to be used for intimate care, close administration of first aid, in enclosed spaces or if an adult needs to be in close contact with a child. However, we feel that if staff feel more comfortable and safer wearing PPE then this will be allowed. We would not stop a staff member from doing this, as they have a right to feel safe in their work place.
- There is a new Home-School Agreement that parents and pupils need to sign up to. This is to ensure they consent to follow the new protocols which have been put into place. The school **risk assessment**, which shows all protective measures

that will be put in place to help to minimise risk, will be available on the school website and emailed to parents.

- Staff will be extensively briefed about the risks and the protocol they should follow.

Arrangements for the start and end of the school day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. Please adhere to these timings, to support our efforts at protecting the whole community.

Pick-up and drop-off times

One parent/carer should drop-off and pick-up. Please handover and then leave the area to enable other parents the opportunity to attend.

Class	Drop-off Time	Pick-up Time	Location
Oak EYFS	8.55am	3.15pm	Bottom gate - rear playground
Chestnut	8.45am	3.05pm	Bottom gate - rear playground
Beech	8.45am	3.05am	Front yard gate - Hub door
Sycamore	8.55am	3.15pm	Front yard gate - Hub door
Willow	8.55am	3.15pm	Double gates - rear playground

Parents and children MUST adhere to social distancing with other parents, children and staff. Staff will send one child at a time to the parent. We will trial this collection method but it may have to change it if it isn't working well or if there are better options which arise.

Will my child be learning as they usually would?

The children will be well-supported to settle back in to school life and teachers are prepared and planned to do this. If you feel your child is struggling to adjust to being back in school, please phone the class teacher and discuss this. The academic curriculum will resume and continue once we have re-assessed the children and we can plan to meet their needs. We will teach a full and balanced curriculum as soon as the children are settled back in to the school routine. Some lessons may have to be adapted or changed slightly due to safety reasons, for example: music (singing/blowing instruments) and PE

(indoor and contact sports). In the first few weeks we will be settling the children back into school and enabling them the chance to catch up with their peers, carrying out lots of activities and learning about the different rules in school and ensuring their wellbeing is being supported.

Reading books

We will be able to send reading books home from a class set, which will not be shared with other classes. They will be changed on set days as stated by your child's class teacher in September.

What if my child becomes unwell?

As per the current NHS and government advice, you should **keep your child at home if they develop coronavirus symptoms and request a test**. Symptoms include a high temperature or a new, continuous cough and loss of taste and smell. You should call 111. You will be advised of the next steps to take. You must keep the schools updated on the test times/location and the results. If the test is negative, your child can return to school as guided by Public Health England. You must also follow the track and trace guidance. We will inform our school community if we are waiting for any test results. Unfortunately, this will become more common as we enter the autumn and winter months, so please don't be alarmed if pupils or staff have been sent for test. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>). This guidance also applies to staff.

If your child is unwell, please do not send them to school and if you think your child may have been exposed to or has coronavirus, please contact the school at the earliest opportunity. If anyone in your family is showing symptoms or is awaiting a test, please inform the school.

If your child becomes poorly in school, **showing COVID-19 symptoms**, they will be isolated instantly and you will be contacted to collect them and the above procedures will need to be followed. If the school contacts you to say your child is unwell and needs to be **collected**, please come **straight away**. If you are employed, it might be a good idea to warn your employer that this may happen and that you may have to leave at short notice. Please ensure up to date telephone numbers are recorded in the office.

How can parents help?

As an important part of our school community, I would ask that you continue to encourage **good infection control practices**, such as thorough handwashing, at home and keep your child informed about the things they can do to minimise the spread of infection.

Please do not enter the school site. This means not coming to the reception area unless it is an emergency. If you did need to come to the reception area, we have a 'one in, one out' system and the glass partition will have to remain closed. It is a good idea to regularly check the school website, Facebook, recent letters and emails for any information you may require.

Please observe **social distancing** with other parents, pupils and with school staff at **ALL** times. We do have several staff members who are extremely clinically vulnerable/clinically vulnerable or live with someone who is clinically vulnerable and we need to ensure they and their families are protected.

Please **collect your child at the correct time.** We can no longer allow children to wait in the reception area or for long periods on the yard.

We ask that parents:

- Make sure we have your up to date contact details as you must be contactable during the school day.
- Please remain in your car (if you drive) until the school gates or doors are opened.
- Provide your child with what they need for the whole day (no big bags as this creates storage difficulties and hinders cleaning).
- Continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.
- Observe social distancing with other parents and with school staff at all times.
- Observe all signage displayed around the school.
- If the school phones you to say your child is unwell and needs to be collected, please come straight away.
- Prepare your child for school, based on the information in this letter, including the need for them to listen carefully to instructions about handwashing and good hygiene.
- Continue to treat staff in the way you wish to be treated; appreciate that everyone has their own experience of this pandemic.

- Read the updated Home-School Agreement which outlines expectations of our way of working together and sign the version sent home in September and return it to school as soon as possible.

Thank you for your co-operation in helping to keep everyone as safe as possible.

School events

Please note that at this point we do not envisage being able to invite parents in for any events usually held in the autumn term - we will find alternative ways to share these experiences with you. Please note some events will not be taking place as usual. We will not be having visitors or attending any trips for at least the first half-term.

Support for pupils and families

We do not underestimate how difficult the recent months have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning.

Parents may wish to seek support for themselves from a range of support agencies from our website.

I hope that these arrangements provide you with the information you need to support your child to return to school. Please be aware that due to the new Track and Trace system being introduced, the classes/year groups/ or school might need to close suddenly and at short notice, so please be prepared for this.

I would like to take the opportunity to thank you for supporting the school over recent months and weeks.

Have a great summer!

Yours sincerely,

Mrs Milford

Summary

- Staggered start and finish times - see timetable
- Lunch boxes only - brought from home or order from Caterlink
- Uniform to be worn
- No PE kits needed - you will be informed of days the children need to wear them
- Water bottle and snack only
- Sun cream to be applied before school
- No other belongings to be brought to school. No big bags. Only bring: water bottle, sun hat, coat, snack, reading packet and lunchbox
- Children wash hands before leaving home and when they return from school
- Inform us if any family member showing COVID symptoms and they must be tested. School needs to be informed of when the appointment is and the result
- No child to be sent to school if they are unwell
- No parents/visitors on the school site
- Phone the office/email for contact
- Social distancing to be adhered to at all times
- No link book will be used for the first half term

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