



## Information for Parents Returning to School Happy & Safe in September

Dear Families,

I would like to thank you for your patience while we have been reviewing the governmental guidance regarding all pupils returning to school in September. Please see the information below outlining the measures we have put in place to ensure everyone in our school community will be as safe as possible. Our Risk Assessment is based upon the following measures advised from Public Health England to minimise COVID 19 risks in school:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable.

If you have any questions or worries after reading the below information, please do not hesitate to get in touch.

### What will school do to keep my child safe?

Pupils will be taught within their classes; the timetable and structure of the day has been redesigned to keep each class separate from each other as far as possible. Staff working with each class or group will be tracked and limited to a small number of classes/groups throughout the week.

Each year group will have staggered start and end times to the school day, each using a different entrance/exit to school. Playtimes and lunchtimes will also be staggered. Some pupils will eat their lunch in class while others will eat in the hall. Strict cleaning regimes will be in place between sittings. Hot meals will be offered once again and all children in Reception, Year One and Year Two will receive a free lunch.

Only one adult per family is permitted on the school site at one time.

When collecting your child from their allocated exit, please stand away from the classroom/office door; your child will come to you.

Only one adult is permitted to drop a child off at school; parents are required to adhere to social distancing rules and gatherings of adults will not be allowed. You should return to your car and exit the school grounds as quickly as possible to allow for our staggered times to be effective. Sharing of cars is not permitted.

Parents will not be permitted to enter the school building; contact should be made via the telephone or email. Only essential visitors (linked to Health & Safety) will be permitted entry to school.

A thorough cleaning risk assessment has been developed and a cleaning regime is in place to manage the additional expectations around cleaning and hygiene practices. As well as a whole school approach, each pod will have its own cleaning routine and resources as well as protective equipment.

Our new 'toilet pass' system will be in place to ensure the numbers of pupils in the toilet at once can be monitored. Individual toilet cubicles will be used.

Within school, equipment will be kept with individual pupils and classes where possible. Where equipment has to be shared across school, it will be cleaned and set aside for a number of hours/days based upon governmental guidance, before it is used again.

There will be no whole school gatherings; remote worships, assemblies and celebrations will take place within school.

Personal Protective equipment will be used to administer first aid or to provide intimate care if the 2 metre distance cannot be maintained. A personal risk assessment may need to be in place depending upon your child's needs to assess how they can remain as safe as possible within the school environment.

<b>Staggered Drop Off &amp; Collection Times</b>							
	<b>Reception</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>	<b>Year Six</b>
<b>Drop Off Location</b>	Office	Y1	Y2	Y3	Office	Y5 Classroom changed to current Y6 classroom	Y6 Classroom changed to current Y5 classroom
<b>Drop Off Time</b>	9.00	8.45	9.00	9.00	8.45	8.45	8.45
<b>Pick Up Time</b>	3.15	3.00	3.15	3.15	3.00	3.00	3.00

**For our new starter pupils, we will hold transition ‘get to know you’ visits in the first week of term. You will receive a follow up letter giving more information and detailing which day within the first week (beginning Wednesday 2<sup>nd</sup> September) your child is invited to school. All pupils will join Reception on Monday 7<sup>th</sup> September.**

### **Is wraparound care available?**

Breakfast Club and Teatime club will be running as normal from the 14<sup>th</sup> September. This will allow us to monitor how our procedures are running initially with all pupils and staff in the building. Places must be booked at least 24 hours in advance for Breakfast and Tea Time Club and there is a maximum number of thirty spaces available for each; spaces will be given on a ‘first come, first served’ basis.

Toast and hot food will not be served in Breakfast Club but cereal will be; this decision will be reviewed termly.

At Tea Time Club, infants and juniors will alternate each week spending time with Matty, our sports’ coach. Unless the weather is torrential, the group with Matty will be outside. The group who are not outside will always be in a classroom either watching a DVD or colouring in. For now, there will be no access to shared resources. Please be aware that different year groups of children will have to sit together, away from other year groups. Logistically, we cannot keep the pupils apart as we would do during the school day.

From 14<sup>th</sup> September, the normal hours of the clubs will resume (7.45am-8.45pm Breakfast Club and 3.15pm-5pm Tea Time Club). There will be no extracurricular clubs at all this term – this decision will be reviewed in Spring Term.

Where possible, you should limit the use of multiple childminders to ensure your child is mixing with as few families as possible.

### **What else do I need to know?**

Our normal uniform policy will be in place – children are permitted to wear watches.

Please ensure that you send your child to school with a hat & sun cream or a waterproof and wellies as we will be outside for a lot of the time. Each class has a section of outdoor space allocated to them: Year Three, Four, Five & Six have sections of the school field to play on and they will be outdoors unless the rain is torrential so please bear this in mind.

A further point to note is that windows and doors will be open where possible to ensure the air can circulate effectively. This means that the school building may be cooler than usual so please ensure your child is dressed appropriately (is wearing a vest, has a school cardigan or jumper and consider wearing tights on cooler days).

Children should bring a water bottle to school filled with water. It will be returned home every evening. It should be washed every night with hot, soapy water at home.

Your child can come into school with their own pens and pencils (but they must fit in a pencil case) and their own reading book from home. Please make sure everything they bring in fits into one bag (children can hold their packed lunch and water bottle). Nothing unessential should be brought into school.

Children will be reminded throughout the day of the measures in place to keep them safe; they will have lots of opportunities for activities related to wellbeing. If a child consistently does not follow procedure, a risk assessment will be put in place. If they present any danger to themselves or others, parents will be contacted and a way forward agreed to ensure everyone’s safety.

All payments to school will have to be paid through ParentPay.

## Staffing & Our Curriculum

Children have missed a significant amount of time in school and our staff are ready to adapt their teaching to meet your child at their individual starting point. There is a need to focus on basic skills within the curriculum and an appreciation that the pupils need to read, read, read! We have amended our curriculum to allow the pupils to catch up however we have made a conscious choice not to do this to the detriment of the other subjects – the arts, humanities and sport will continue to be taught because a rich curriculum enables true learning. If we need to discuss your child’s progress with you, a phone call will be made in the first instance.

We received some lovely news a few months ago – Mrs. Bryant is expecting her second child! She is keeping well and we are looking forward to seeing her again in September. Mrs. Bryant is going to work alongside our new Reception teacher, Miss Dawson and Mrs. Days. When Mrs. Bryant is not in class, she will be delivering extra phonics sessions across the infant classes and will be catching up with the new Year One children. Mrs. Bedford will also be free on a Wednesday afternoon to support the pupils as and when they need it.

For the past couple of weeks, Mr. Prince and Mrs. Oliver have been busy transforming the library into a second classroom for our Year Six pupils – we even have an interactive white board coming that can be transported around school so we can teach from anywhere! For each morning and many of the afternoon sessions, our Year Six children will be split into two (flexible) groupings ensuring this large cohort can experience the benefit of smaller class sizes and more individual teaching. Year Six will also have Mrs. Morgan working closely with them...there is a lot going on.

Just to remind you, here is the staffing structure for next year:

<b>Reception</b>	Mrs. Bryant, Miss Dawson & Mrs. Days
<b>Year One</b>	Mrs. Bedford, Mrs. Dunn & Mrs. Troy
<b>Year Two</b>	Mrs. Phillips & Mrs. McAloon
<b>Year Three</b>	Miss Walker & Mrs. Patterson
<b>Year Four</b>	Mrs. Conlin & Mrs. Baum
<b>Year Five</b>	Mrs. Forrest
<b>Year Six</b>	Mr. Prince, Mrs. Oliver & Mrs. Morgan

Please ensure your child brings their P.E. kit on a Monday – it will return home on a Friday; the teaching of P.E. will be flexible and dependent upon the weather as where possible, it must take place outside. There is one exception to this – Year Three & Year Four’s P.E. will always take place on a Friday afternoon therefore can we ask that on a Friday pupils in Year Three and Year Four come into school wearing their P.E. kit: green t-shirt, jogging bottoms & green school jumper.

If your child has to self-isolate because they are feeling unwell or someone in your household is showing symptoms or if there is a positive case in their year group and they all have to self-isolate, a remote learning pack will be provided from school.

For now, unfortunately our Year Six and Reception buddy system cannot run as usual as children cannot mix between year groups however we hope that by the end of the year, we will be able to introduce our ever so special buddy system again.

We will once again send guided reading books home.

We are amending our Homework Policy: from Year Two upwards, each child will have reading and spellings each week. They will also have to complete an activity from their own grammar book and for mathematics, they will be required to log on to Times Tables Rockstars – their teachers will be able to monitor their usage at home. Reception and Year One will introduce home reading books and homework as and when appropriate.

Mrs. Biasi will continue to run her French club but this will be done remotely initially. Please get in touch with school if you would like further information.

## What if my child shows symptoms?

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least seven days and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for fourteen days from when the symptomatic person first had symptoms.

We understand the NHS Test and Trace process and are aware of how to contact the local Public Health England health protection team if necessary.

If your child becomes unwell, we will advise you to book a test – we expect all parents to be ready and willing to do this.

Staff and pupils **DO NOT** come into the school if they have symptoms of COVID-19 and **WILL BE** sent home to self-isolate if they develop them in school.

Staff and pupils **DO NOT** come into school if they are informed that they have been in close contact with someone who has tested positive for coronavirus.

If a pupil is awaiting collection, they will be moved (if possible) to a room where they can be isolated behind a closed door – they will remain under adult supervision.

Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

If a Pupil or member of staff member tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu in which case will still be best to avoid contact with other people until they are better. If a child tests negative, other members of the household can stop self-isolating.

## What will my child have to do to follow the new procedures?

I can:

- listen to my teachers carefully;
- use my own equipment. I will not share any of it or take someone else's things;
- learn how the new toilet system works and use my pass when I visit the toilet.
- walk down the corridors in the right direction;
- use a tissue when sneezing and coughing and put my tissues in a special bin. I will remember the 'catch it, bin it, kill it' slogan. I will not cough or spit at another person;
- try to avoiding touching my mouth, nose and eyes with my hands;
- wash my hands thoroughly;
- stay in the part of school that my teacher tells me to stay;
- tell an adult if I feel unwell.

I hope this document outlines our plans clearly enough to put your mind at rest. If you would like to see our full risk assessment, it can be made available upon request. As always, if you need anything at all, please do get in touch.

Kind regards,



Mrs. F. Stephenson