



## Information for Parents regarding COVID 19 and A Phased Reopening

Following the recent government announcement regarding a phased return to school for some pupils, we have been working with Durham County Council to establish what is right for our school. The council is supporting all schools in the county to establish a pattern and timeframe that works for them. Below is a guide for parents based upon our risk assessment which is designed to put the health and safety of children and staff first and ensure each school mitigates, to the best of their ability, risks associated with a phased return. After consultation with the staff, I have made recommendations to our Governing Body. The Governing Body have approved the below plan:

Please see the dates of return for particular year groups.

Date	Pupils Eligible to Attend
01.06.20	Key Workers – spaces must be booked at least 24 hours in advance.
15.06.20	Key Workers & Year Six
22.06.20	Key Workers, Year Six & Year One
School will close on a Friday afternoon each week (except to children of Key Workers) to allow for a deep clean.	

**All planned dates are subject to change.**

Group of Pupils	Drop Off Time	Collection Time	Initial Drop Off/Collection Point*
Key Workers (from 01.06)	8.30 – 8.45am	3.30 – 3.45pm	Year Five Door
Year Six (from 15.06)	9.15 – 9.30am	3.15 – 3.30pm	Year Six Door
Year One (from 22.06)	9.00 – 9.15am	3.00 – 3.15pm	Year One Door

Friday Collection Time – if children are on school dinners, they will bring their packed lunch home	
Key Workers (from 01.06)	3.30 – 3.45pm
Year Six (from 15.06)	12.15 – 12.30pm
Year One (planned 22.06)	12 – 12.15pm

**\*You will be contacted if we change the drop off/collection door for your child once groups are completed – again this depends upon numbers of children turning up on the day.**

Please stick strictly to your allocated drop off and collection slot to ensure the numbers of adults on the school grounds are kept to a manageable level. Wrap around care (Breakfast Club, Tea Time Club and extra-curricular clubs) are not available. I would like to explain that the reason we are staggering the pupil intake is due to the very present risk of the school achieving maximum capacity (whilst pupils are kept two metres apart) due to the flexible nature of key worker childcare. From the outset, I would like to make it clear that all dates and plans stated are subject to change and under constant review. Due to the rapidly changing situation, we may need to alter our response based upon our risk assessments. We have to be able to operate as safely as we can, following strict procedure for the health and wellbeing of our pupils, staff and wider community; if we are unable to meet the stipulations of our risk assessment, we cannot provide a service. Unfortunately, we cannot promise with 100% certainty that your child will not pick up an illness whilst in the school environment. We can, however, assure you that every consideration has been made in ensuring that risks are kept to a minimum. Please take your time to read the following guidance; I understand many of you are due to base your decision on the below guidance and I commend that approach – you have to decide to do what is best for your child and family.

## What Will School Do to Keep My Child Safe?

Initially, children will be split into teaching groups (sizes vary between 6 and 12 pupils depending upon their allocated classroom and how many pupils can fit inside whilst maintaining 2m social distance). Groups will remain in their 'pod' for the entirety of the school day and will not mix with other groups. Staff members will be allocated to a group to minimise social interaction. Unfortunately, not every pupil will be allocated their usual teacher. Where possible, a familiar member of staff will support the children with the learning that takes place.

Only one parent is permitted to drop their child off at school; parents are required to stay at least 2 metres apart and gatherings of parents will not be allowed. You should return to your car and exit the area as quickly as possible to allow for our staggered times to be effective.

Each group will have staggered start and end times to the school day, each using a different entrance/exit to school. Playtimes and lunchtimes are also staggered.

Spaces are marked on the carpet to show designated spaces for each individual. Children will keep their own resources, coats and belongings within their space. Resources will not be shared. A clear one way system for travel through the corridors has been implemented.

Each pod will be instructed to wash their hands and visit the toilet block at particular times throughout the day (this has been timetabled); if a child needs to access the toilet during a lesson, they will be taught how to use a new system to ensure they are able to enter the toilet whilst maintaining social distancing rules.

A thorough cleaning risk assessment has been developed and a cleaning regime has been developed to manage the additional expectations. As well as a whole school approach, each pod will have its own cleaning routine and resources as well as protective equipment. Doors and windows will be open where possible to improve ventilation and prevent touch of door handles, windows etc.

All unnecessary furniture and resources will be removed from classrooms. The fixed playground equipment, sand, water and mud (amongst other things) will not be available for use.

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.

Initially children will eat lunch in their pods, on their own tables. To begin with, only packed lunches will be provided by Taylor Shaw for those pupils who want a school lunch. Children can bring in their own packed lunch from home if they are usually on packed lunches – it will remain in their space with their resources. Please be mindful of what is in your child's packed lunch, keeping wrapping and equipment to a minimum and adding nothing which requires scissors to open.

Children will not continue working in their school books – they will be stored safely and resumed once teaching and learning returns to 'normal'. Teachers will provide verbal feedback rather than written feedback to prevent cross contamination of books.

Children are not permitted to wear jewellery of any kind, including watches and we advise that hair is tied up.

Assemblies and celebrations will not take place unfortunately, singing and shouting will not be permitted to prevent the spread of saliva.

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.

## What Else Do I Need to Know?

You **must** alert school if your child is living with someone on the 'clinically extremely vulnerable list' (one of the 1.5 million people to receive a letter from the government).

Your child does not need to wear uniform. The most important thing to minimise risk is that children come to school in a fresh change of clean clothes each day in order to minimise any risk of infection. Please contact Mrs. Stephenson if you foresee any issues with this – school can provide support.

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.

For the year groups that are due to return to school first, they will be taught by a staff member. Some of the National Curriculum will be covered but it will not be as rigorous or as fast paced as usual. All staff will prioritise the mental health and wellbeing of their pupils first and foremost. New routines and guidance needs to be explained and understood. In addition to this work, basic skills will be focused upon. Importantly, the staff will listen to the needs of their children and plan accordingly.

Key Workers will continue to receive childcare within school rather than teaching; the key worker pods will be flexible due to the changing nature of demand. You **must** book your space by at least 9am the day before you need a space.

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.
When collecting your child from their allocated exit, there will be a clear line to stand behind and wait for your child; they will come to you. At least a 2 metre distance should be maintained between adults at all times.
We currently do not have any further information related to transition to secondary school for our Year Six Pupils. We will update you as and when information becomes available.
It is with great sadness that we will not be able to celebrate in the usual way. Due to social restrictions, it is not permitted for us to hold a show or a leaver's assembly. Staff will, however, endeavour to support children in reflecting on their time here and encourage them to consider their aspirations for the future. We are lucky to have a creative team of staff who will do everything possible to provide activities to help your child move onto the next part of their school journey with confidence.
All payments to school will have to be paid through ParentPay.

### What if My Child Shows Symptoms?

No child displaying symptoms of COVID 19 should be brought into school.
If your child is displaying any symptoms of coronavirus, your child will be isolated and you will be contacted and asked to collect your child (we will advise from which exit) and follow the guidance: <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> .
If a person in your child's pod tests positive for the virus, all of the pod will be required to self-isolate for two weeks.
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.

### What Will My Child Have To Do to Follow the New Procedures?

<p>I can:</p> <ul style="list-style-type: none"> <li>• listen to my teachers carefully;</li> <li>• use my own equipment. I will not share any of it or take someone else's things;</li> <li>• learn how the new toilet system works and use my pass when I am in the toilet.</li> <li>• walk down the corridors in the right direction;</li> <li>• use a tissue when sneezing and coughing, tissues and put it in the special bin. I will remember the 'catch it, bin it, kill it' slogan. I will not cough or spit at another person;</li> <li>• try to avoiding touching my mouth, nose and eyes with my hands;</li> <li>• wash my hands thoroughly;</li> <li>• stay in the part of school that my teacher tells me to stay;</li> <li>• tell an adult if I feel unwell.</li> </ul>
If your child is unable to follow the above rules, you will be contacted and a risk assessment will be undertaken to ascertain whether school is a safe place for your child, the other children and staff.

### What if My Child Remains at Home?

From the 1 <sup>st</sup> June, teachers will blog once a week – on a Monday. Learning Projects and associated documents will continue to be sent to parents on a Monday.
As many of the teaching staff in school will return on Monday 1 <sup>st</sup> June, we are able to organise more paper work for you to help see you through to the end of term, especially as children have already been at home for a significant amount of time. They will be in boxes and available for collection on the yard outside of the office hopefully after half term (we will keep you updated with a date available for collection). Please note, this work will not be marked and you can use it as you see fit. If you prefer not to collect it, that is fine. You can use it alongside the Learning Projects and online resources or not: it is at your discretion.

Below is an example of what a classroom/learning space may look like. This is intended to help you prepare your child for the significant change they will encounter should you choose to send them back to school so it is less of a shock when they walk into a classroom:



I have also attached a Home/School Agreement for your consideration to the email. If your child does return to school as part of the phased reopening, it will need to be completed.

I am aware that it has been such a terribly worrying and difficult time for families. I hope this document outlines our plans clearly without overwhelming you all; there are many documents in school relating to the phased return but these are the most important points for you to be aware of. As always, if you need anything at all, please do get in touch. Thank you for the support you have shown to the school throughout this terrible crisis.

With every best wish,

Mrs. F. Stephenson